



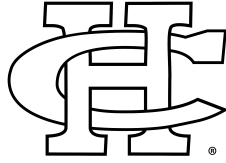
CEDAR HILL INDEPENDENT SCHOOL DISTRICT



EMPLOYEE HANDBOOK

2024-2025





CEDAR HILL INDEPENDENT SCHOOL DISTRICT

PROFESSIONAL AND PARAPROFESSIONAL EMPLOYEE HANDBOOK 2024-2025

If you have difficulty reviewing the information in this document because of a disability, contact the Human Resources Department at 972-291-1581 extension 4035.

NOTE: In the event of a discrepancy between any information contained in the employee handbook and board policy, board policy will govern.

Non-Discrimination Statement

It is the policy of the Cedar Hill Independent School District not to discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its employment or in providing education or access to benefits of educational services, activities, and programs. The following person is designated to handle inquiries regarding the non-discrimination Policy:

Hallema Jackson, MEd; SHRM-CP
Assistant Superintendent of Human Resources
285 Uptown Blvd., Bldg. 300
Cedar Hill, TX 75104 972-291-1581 ext. 4035
hallema.jackson@chisd.net

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CEDAR HILL ISD EMPLOYEE HANDBOOK

Acknowledgment Receipt

First and Last Name (print): _____

Campus/Department: _____

I hereby acknowledge receipt of my personal copy of the Cedar Hill ISD Employee Handbook. I agree to read the handbook and abide by the standards, Policies, and procedures defined or referenced in this document. Please initial by each entry below.

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

Please indicate your choice by checking the appropriate box below:

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

I choose to receive a hard copy of the employee handbook and have contacted the Director of Human Resources to obtain a hard copy.

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

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

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

I hereby state that I have been advised and understand that sexual contact with any student of any age is expressly prohibited and subject to immediate termination and that I am required to report any knowledge of such sexual contact between any employee and any student of the district.

I hereby state that I am aware that the Cedar Hill Independent School District's Drug and Alcohol Abuse Policy, Employee Substance Abuse Testing Procedures, and DHE (LEGAL) and (LOCAL), and the Conflict of Interest reporting form are contained in appendices of this handbook. I acknowledge that I am responsible for reading and complying with these policies and procedures. I also understand that employees found in violation of the district's Drug and Alcohol Abuse Policy will be subject to immediate discharge

Please note that the employee handbook is accessible on the district website by going to the human resources link and clicking on "Employee Handbook." The Handbook may be copied for your convenience. A copy of the handbook will be in each district principal/supervisor's office, the employee break room, and in each campus library. All CHISD policies are located on the district's website in the Cedar Hill ISD Board of Trustees section under Board Policy.

I understand that the Employee Handbook is accessible on the district website and that copies can be found at my worksite as noted above. If I want a hard copy I am required to contact the Director of Human Resources. I also understand that it is my responsibility to access the handbook electronically or hardcopy and become familiar with its contents.

Signature: _____

Date: _____

NOTICE TO EMPLOYEES REGARDING REPORTS OF CHILD HARASSMENT OR ABUSE

Sexual abuse and harassment of students by district employees are forms of discrimination and are prohibited by law. Sexual abuse of a student is a crime punishable by imprisonment. The Cedar Hill Independent School District's Administration or Board of Trustees will not tolerate these behaviors. Employees engaging in inappropriate conduct with students will face possible termination.

All students, *regardless of their age*, are protected and shall not be sexually abused or harassed by an employee. Romantic or inappropriate social relationships between students and district employees are prohibited.

The law requires that any suspicion of child abuse be reported to the appropriate agency. Any person having cause to believe that a student's physical or mental health or welfare has been or may be adversely affected shall make a report to Child Protective Services or a law enforcement agency and inform his or her immediate supervisor or a central office administrator.

Failure to make a report is a crime punishable by a fine, imprisonment, or both. Suspected abuse must be reported to the appropriate agency within 48 hours.

A person who makes a report in good faith is protected by law from civil or criminal liability and will be protected from retaliation for reporting.

INTRODUCTION

Welcome to Cedar Hill Independent School District. You're now working in one of the most vibrant parts of DFW - they call it "The Hill Country of Dallas." A great education, among beautiful scenery and modern amenities, defines Cedar Hill in 2024. Cedar Hill ISD Graduates continue to do remarkable things across a wide variety of professions.

- The Cedar Hill ISD Education Foundation has given more than \$1 million to Cedar Hill ISD scholars, teachers and staff
- Police officers are assigned to every CHISD campus
- Collegiate Prep Elementary School has been named a Top elementary school in Texas by U.S. News and World Report
- Collegiate Academy & High School has been named one of U.S. News and World Report's Top 100 High Schools in the U.S.

The purpose of this handbook is to inform you of important information about your employment in the district and working with students of the CHISD. Not all district Policies and procedures are included; those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources office.

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of employees in any way. Nothing in this handbook supersedes or contradicts district policy or changes any aspect of the employment relationship.

All district employees serve on an at-will basis unless they have received, signed, and returned a written contract authorized by the Cedar Hill ISD Board of Trustees. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. CHISD policy is available online through a direct link at www.chisd.net.

MESSAGE FROM THE SUPERINTENDENT

Dear Cedar Hill ISD Employees,

Welcome to the 2024-2025 school year! As we embark on this new academic journey, I want to extend my heartfelt gratitude for your continued dedication and commitment to our students, our schools, and our community. Your hard work and passion are the foundation of Cedar Hill ISD's success.

Last year was filled with remarkable achievements and significant milestones. Thanks to your collective efforts, we made tremendous progress in academic performance and community support, notably through the successful passage of the VATRE and the Bond. These accomplishments are a testament to your unwavering dedication and the trust our community places in us.

As we move forward, we are mindful of the challenges that lie ahead, including addressing state funding shortages and enrollment fluctuations. Despite these obstacles, I am confident in our ability to navigate them together. Our focus remains on developing resilient scholars who excel academically and are empowered to serve.

I encourage you to take pride in these accomplishments and to approach this new school year with enthusiasm and optimism. Together, we will continue to foster a culture that expects excellence, empowers others and leads with heart.

As you review the 2024-2025 Employee Handbook, please take note of the resources and information available to support you in your role. This handbook is designed to be a valuable guide throughout the school year, providing important policies, procedures, and updates.

Thank you for your dedication, resilience, and passion for education. I am honored to work alongside such an incredible team, and I look forward to all that we will accomplish together in the year ahead.

Wishing you a successful and fulfilling school year!

Sincerely,



Dr. Gerald Hudson
Superintendent
Cedar Hill Independent School District



LEADERSHIP *Defined*

In Cedar Hill ISD, we are Unlocking Every Longhorn's Potential, meaning every scholar and every staff member.

To achieve this vision, Cedar Hill ISD is moving into its third year of a comprehensive plan to identify, develop, and support leaders at every leadership level across the district, because we believe great leaders are essential to building conditions that help all scholars thrive!

A title or role does not define leadership in Cedar Hill ISD; instead, Cedar Hill ISD defines leadership through one's actions. Three key categories describe the characteristics of leadership in Cedar Hill ISD:



CEDAR HILL ISD CUSTOMER SERVICE

As employees of this district, we understand that everyone with whom we come in contact is our customer and we will care for them and treat them with common decency, courtesy, and respect.

- We will take actions to *exceed the expectations* of our internal and external customers.
- We will strive to make a personal connection and form a partnership with each customer.
- We will eliminate the causes of customer dissatisfaction and transform the disgruntled person into a satisfied customer.

CEDAR HILL ISD BUILDING DIRECTORY



1	CHISD Administration	285 Uptown Blvd.	(972) 291-1581	chisd.net
2	Highlands Elementary	131 Sims Dr.	(972) 291-0496	chisd.net/hes
3	Lake Ridge Elementary	1020 Lake Ridge Pkwy.	(972) 293-4501	chisd.net/lre
4	High Pointe Elementary	1351 High Pointe Ln.	(972) 291-7874	chisd.net/hpe
5	Plummer Elementary	1203 S. Clark Rd.	(972) 291-4058	chisd.net/pes
6	Waterford Oaks Elementary	401 N. Waterford Oaks	(972) 291-5290	chisd.net/woe
7	Collegiate Prep Elementary	975 Pickard Dr.	(972) 293-4502	chisd.net/chcp
8	Coleman Middle School	1208 E. Pleasant Run Rd.	(972) 293-4505	chisd.net/cms
9	Permenter Middle School	431 W. Parkerville Rd.	(972) 291-5270	chisd.net/pms
10	Dr. Peggy M. Wilson STEM Center Collegiate Academy & HS	1515 W. Beltline Rd.	(469) 272-2050	chisd.net/cachs
11	Cedar Hill High School	1 Longhorn Blvd.	(469) 272-2000	chisd.net/chhs
12	L. Kim Lewis Auxiliary Center	202 E. Beltline Rd.	(972) 291-1581	---
13	Lacy Enrollment Center	504 E. Beltline Rd.	(972) 291-2583	chisd.net/lec
14	Maddox Teaching & Learning Center	1533 High Pointe Ln	(469) 272-2021	chisd.net/tlc
15	Cedar Hill ISD Warehouse	914 Cedar St.	(972) 293-8962	---



BOARD OF TRUSTEES (Policy BA, BAA, BBA, BBB, BBE, BE, BEC, BED)

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 curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, facilities, and expansions. The Board has complete and final control over school matters within limits established by state and federal law and regulations.

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

The Board usually meets on the second Monday of each month at 7:30 p.m. Special meetings will be called when necessary. All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session. Closed sessions may occur for such things as discussing prospective gifts or donations, real property acquisition, personnel issues including employee complaints, security matters, student discipline, or to consult with attorneys regarding legal matters. A written notice of regular and special meetings will be posted at the administration building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.



CEDAR HILL ISD BOARD OF TRUSTEES

Ms. Gayle Sims	Place 1
President	
Dr. Denise Roache-Davis	Place 4
Vice President	
Ms. Ramona Ross-Bacon	Place 3
Secretary	
Ms. Carma Morgan	Place 2
Trustee	
Ms. Denishea Williams	Place 5
Trustee	
Ms. Ayanna Cabrera-Cook	Place 6
Trustee	
Dr. Lester Singleton	Place 7
Trustee	

Please click [here](#) for more information about CHISD Board members and meeting schedules.



CEDAR HILL

INDEPENDENT SCHOOL DISTRICT

2024-2025

SCHOOL DISTRICT CALENDAR

JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		29	30						27	28	29	30	31		

NOVEMBER							DECEMBER							JANUARY							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7			1	2	3	4							1	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28		

MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					
30	31																										

STAFF DEVELOPMENT
 July, 30-31, 2024 August 1-2 & 9, 2024 September 20, 2024
 November 4, 2024 February 18, 2025

TEACHER WORK DAYS
 August 8-9, 2024 January 6, 2025 May 23, 2025

BAD WEATHER/ MAKE- UP DAYS
 April 18, 2025 May 23, 2025

CAMPUS PLANNING
 August 5-7, 2024 November 5, 2024 December 20, 2024

PARENT-TEACHER CONFERENCES
 October 10, 2024 February 14, 2025

STAAR TESTING WINDOWS
 EOC: December 3-13, 2024 STAAR: April 8-May 2, 2025
 Retakes: June 16-27, 2025

HOLIDAYS
 July 4th: July 1-4, 2024 Presidents' Day: February 17, 2025
 Labor Day: September 2, 2024 Spring Break: March 17-21, 2025
 Fall Break: October 11-15, 2024 Good Friday: April 18, 2025
 Thanksgiving Break: November 25-29, 2024 Memorial Day: May 26, 2025
 Winter Break: December 23 - January 3, 2025 Juneteenth: June 19, 2025
 Martin Luther King, Jr. Day: January 20, 2025

- LEGEND**
- Staff Development
 - Teacher Work Days
 - Campus Planning
 - Parent-Teacher Conferences
 - Summer Hours
 - () Beginning-Ending Marking Period
 - New Teacher Orientation
 - First/Last Day of School
 - Holidays
 - Bad Weather/Make-up Days
 - STAAR Testing Windows
 - Trade Days/Summer PD

EQUAL EMPLOYMENT OPPORTUNITY (POLICIES DAA, DIA)

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

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

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

Hallema Jackson, MEd; SHRM-CP
Assistant Superintendent of Human Resources
285 Uptown Blvd., Bldg. 300
Cedar Hill, TX 75104
972-291-1581 ext. 4035
hallema.jackson@chisd.net

Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person. The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability:

Derica Turner,
Executive Director of Special Education
285 Uptown Blvd., Bldg. 300
Cedar Hill, Texas 75104
(972)-291-1581 ext. 4073
derica.turner@chisd.net

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 on chisd.net/careers. The final decision on whether a position will be posted is up to the Superintendent, who may exercise his authority to assign and reassign personnel without opening a position to the application process. More information about District job postings can be found [here](#).

EMPLOYMENT AFTER RETIREMENT

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

CONTRACT AND NON-CONTRACT EMPLOYMENT *(Policy DC series)*

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

PROBATIONARY CONTRACTS

Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after 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 probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

Term Contracts

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

NON-CERTIFIED PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES

Employees in professional and administrative positions that do not require State Board for Educator Certification (such as non-instructional administrators or ***administrators not approved by the board to receive a Chapter 21 contract***) are employed by a one-year contract that is not subject to the provisions 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.

CERTIFICATIONS AND LICENSES *(POLICIES DBA, DF)*

Professional employees whose positions require SBEC or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the human resources professional staffing specialist in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the human resources department and their immediate supervisor 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 the human resources professional staffing specialist if you have any questions regarding certification or licensure requirements.

RECERTIFICATION OF EMPLOYMENT 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. E-mail human.resources@chisd.net if you have any questions regarding re-verification of employment authorization. Failure to verify employment authorization may result in termination.

SEARCHES AND ALCOHOL AND DRUG TESTING

(Policies DHE, CQ)

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

EMPLOYEES REQUIRED TO HAVE A COMMERCIAL DRIVER'S LICENSE

Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving.

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

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

Hallema Jackson, MEd; SHRM-CP
Assistant Superintendent of Human Resources
285 Uptown Blvd., Bldg. 300
Cedar Hill, TX 75104
972-291-1581 ext. 4035
hallema.jackson@chisd.net

HEALTH AND SAFETY TRAINING *(Policies DBA, DMA)*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussions, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the head athletic trainer by the beginning of the school year.

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 or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus, except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the next school year begins must submit his or her request during the transfer period.

Requests for transfers during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the human resources department and must be approved by the receiving supervisor. The superintendent or designee may make administrative transfers as deemed in the best interest of the district.

WORKLOAD AND WORK SCHEDULE (Policies DEAB, DK, DL)

Campus and Central Office Employee Report Times

Campus staff report times have been changed for the 2024-2025 school year due the adjusted bell schedules.

All professional staff are required to work 30 minutes prior to the first bell and 30 minutes after dismissal.

All paraprofessional staff must work 7.75 hours per day, with a 30-minute lunch break, for a total of 38.75 hours per week.

Central office employee work hours are 8:00 a.m to 4:30 p.m. Monday through Thursday and 8:00-4:00 on Fridays.

High Schools (CHHS, Collegiate High, & Academy)	Time	Professional Staff Start & End Times	Paraprofessionals Start/End Times
Start	7:25 am	6:55 a.m.	7:00 a.m.
End	2:55 pm	3:25 p.m.	3:15 p.m.

Elementary School (Collegiate Prep, Highlands, High Pointe, Lake Ridge, Plummer, and Waterford Oaks)	Time	Professional Staff Start & End Times	Paraprofessionals Start/End Times
Start	8:05 am	7:35 a.m.	7:45 a.m.
End	3:35 pm	4:05 p.m.	4:00 p.m.

Middle Schools (Bessie Coleman and Permenter)	Time	Professional Staff Start & End Times	Paraprofessionals Start/End Times
Start	8:45 am	8:15 a.m.	8:25 a.m.
End	4:15 pm	4:45 p.m.	4:40 p.m.

PROFESSIONAL EMPLOYEES

Professional employees and academic administrators are exempt from overtime pay and are not eligible for compensatory time. They are employed on a 10, 11, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year. More information about employee work calendars can be found [here](#).

TEACHERS

Classroom teachers will have planning periods for instructional preparation, including conferences. The schedule of planning periods is set at the campus Level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

PARAPROFESSIONAL AND AUXILIARY EMPLOYEES

Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be considered for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

SUPPLEMENTAL DUTIES

Assigned supplemental duties for which supplemental pay is received may be modified or discontinued by the district at any time. Paid supplemental duties are not part of the district's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

DEPARTMENT CHAIRPERSONS

Departments shall be established by the principals and leaders of each school in subject matter areas or grade Levels

approved by the superintendent. There is no entitlement to the position year after year. Duties of the department chairperson:

- Inform the principal of the activities and needs of the department.
- Requisition the necessary equipment and supplies for the department.
- Call departmental meetings for staff members to study and appraise the educational program.
- Correlate the program with activities of other departments in school.
- Teach classes as assigned.
- Perform such other duties as directed by the principal.

BREAKS FOR EXPRESSING 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 non-exempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times. The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother.

The employee must give the district 10 days to come into compliance before meaning any claim of liability against the district. An employee with concerns should contact:

Hallema Jackson, MEd; SHRM-CP
Assistant Superintendent of Human Resources
285 Uptown Blvd., Bldg. 300
Cedar Hill, TX 75104
972-291-1581 ext. 4035
hallema.jackson@chisd.net

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration for accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact the following to begin the interactive process:

Judith Aguilar, MBA, RTSBA, pHCLE
Executive Director of Human Resources
285 Uptown Blvd., Bldg. 300
Cedar Hill, TX 75104
(972) 291-1581 ext. 4035
judith.aguilar@chisd.net

NOTIFICATION TO PARENTS REGARDING QUALIFICATIONS *(Policies DK, DBA)*

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements. Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified

or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status may email the human resources department at human.resources@chsid.net.

OUTSIDE EMPLOYMENT AND TUTORING *(Policy DBD)*

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest. An employee shall disclose in writing to his or her immediate supervisor and the program director any private tutoring of district students for pay (*see Conflict of Interest for more information*).

PERFORMANCE EVALUATIONS *(Policy DN series)*

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

EMPLOYEE INVOLVEMENT *(Policies BQA, BQB)*

At both the campus and district Levels, Cedar Hill ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the District. As part of the District's planning and decision-making process, employees are elected to serve on district- or campus level advisory committees. Plans and detailed information about the shared decision- making process are available in each campus office or from the office of the superintendent. An employee's affiliation or lack of affiliation with any organization or association will not be a factor in either the nomination or election of representatives on the committee. Nominated employees give their consent to serve on the committee before they are eligible for election.

PROFESSIONAL LEARNING *(Policy DMA)*

Professional learning 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. The Texas Education Agency requires 150 clock hours of CPE every five years in order for teachers to renew their teacher certification. Cedar Hill ISD requires 18 hours of short segment PD each year. Refer to the CHISD Professional Development Plan for details on required hours.

Failure to complete the requirements for professional development hours could lead to placement on a Teacher In Need of Assistance Plan or a Professional Growth Plan or could be cause for termination.

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

CHANGE IN DEGREE STATUS

Teachers who earn a master's degree should inform the human resources department as soon as possible.

The official transcript must be placed on file as soon as possible after the degree has been conferred. Salary adjustments for advanced degrees will be processed upon verification of conferment of the degree.

COMPENSATION AND BENEFITS

SALARIES, WAGES, AND STIPENDS *(Policies DEA, DEAA, DEAB)*

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

All employees may access their pay for the year through Skyward Employee Access before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Employees should go to www.chisd.net for more information about the district's pay schedules or to Skyward Employee Access for their own pay history.

PAYCHECKS

All professional and paraprofessional employees are paid on the 15th of each month. Hourly, part-time, and temporary employees are paid semi-monthly. Semi-monthly pay sometimes includes three weeks instead of two. The pay dates for the three-week pay periods are noted on the pay schedule. All payroll data is due to the Cedar Hill ISD Payroll office by the end of business on the due date unless otherwise noted. Employees are responsible for regularly reviewing the accuracy of their pay statement. All dates are listed on the payroll schedule, which is posted at www.chisd.net. Please click [HERE](#) to view the payroll schedule.

AUTOMATIC PAYROLL DEPOSIT

The Payroll Department has chosen direct deposit as its method of pay. It is the responsibility of the employee to provide the Payroll Manager with a Direct Deposit Authorization form along with a voided check or savings deposit slip. Employees will be able to view their paycheck details and history via Skyward Employee Access, which is powered by Skyward.

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 after March 31, 1986).
- Child support and spousal maintenance, if applicable.
- Delinquent federal education loan payments, if applicable.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance, annuities and higher education savings plans, or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and a portion of medical insurance premiums, flex care premiums, and savings/loan payments through the Payroll Department. Salary deductions are automatically made for unauthorized or unpaid leave.

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

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

OVERTIME COMPENSATION *(Policies DEC, DEAB)*

The district compensates overtime for non-exempt employees in accordance with federal wage and hour laws. Only non-exempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation.

Non-exempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. Working overtime without prior authorization is insubordination and may result in disciplinary actions up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Non-exempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at midnight Sunday and ends at 11:59 p.m. Saturday.

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

- Employees can accumulate up to 40 hours of comp time.
- Compensatory time must be used in the duty year that it is earned.
- Use of compensatory time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee may be required to use compensatory time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all non-exempt employees for the purpose of wage and salary administration.

HEALTH, DENTAL, AND LIFE INSURANCE *(Policy CRD)*

Group health insurance coverage is available to all full-time employees of Cedar Hill ISD. The District's contribution to employee insurance premiums is determined annually by the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are available to all employees on the TheBenefitsHUB website which can be accessed by clicking [here](#).

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

SUPPLEMENTAL INSURANCE BENEFITS *(Policy CRD)*

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact the benefits coordinator in the business office for more information.

Cafeteria Plan Benefits (Section 125) Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., medical, dental, vision, cancer, hospital indemnity plan, FSA and HSA). A third-party administrator handles employee claims made on these accounts.

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

WORKERS COMPENSATION INSURANCE *(Policy CRE)*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from TASB Risk Management. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related accidents or injuries should be reported immediately to the campus nurse. If the nurse is unavailable, the injury should be reported to the campus secretary or the benefits coordinator in the benefits office. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

UNEMPLOYMENT COMPENSATION INSURANCE *(Policy CRF)*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the benefits coordinator in the business 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 at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits. Employees who plan to retire under TRS should notify the benefits office as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223- 8778 or 512-542-6400. TRS information is also available at www.trs.texas.gov.

LEAVES AND ABSENCES *(Policies DEC, DECA, DECB)*

The district offers employees leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should contact human resources or the benefits coordinator for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district. Please note:

- All employees must enter their absences through Skyward in True Time whether or not a substitute is needed.
- As a general rule, if you are running a fever above 100 degrees, you must be fever free for 24 hours before returning to work.
- The employee must review Skyward Employee Access to confirm the accuracy of his or her leave information.
- Each district employee is responsible for notifying the campus absence management coordinator regarding discrepancies no later than 15 days after the employee's absences:
 - Discrepancies reported after 15 days could result in loss of wages to the employees.
 - After 15 days, changes may not be made in the system.
- Employees are not allowed to work from home due to COVID or any other illness.

USE OF LEAVE

Leaves must be used in half or whole day increments. Earned compensatory time must be used before any available paid

state or existing local leave. Unless an employee requests a different order, available paid state and accumulated local leave (if the employee has previously earned local leave available) will be used in the following order:

- Local Pay To Use (prior to 2022).
- State sick leave accumulated before the 1995-96 school year.
- State personal leave.

Employees must follow district, department, or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences beyond accumulated or available leave shall result in deduction from employee's pay. If an employee does not report or request leave of absence(s) according to district procedures, the incident is considered "no call/no show". An employee who is absent for **three** consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

IMMEDIATE FAMILY

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

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

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

MEDICAL CERTIFICATION

Any employee who is absent five consecutive days or more because of a personal or family illness must submit a medical certification from a qualified healthcare provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness, the employee's fitness to return to work form. The district also requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or superintendent (DEC LOCAL).

The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or military caregiver leave.

THE GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008 (GINA)

(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 (FMLA) will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

ATTENDANCE

Punctual and consistent attendance at work is a fundamental requirement of your employment in Cedar Hill ISD. Excessive absences or repeated tardiness in reporting for duty can result in termination of your employment. Excessive absences are any that are not in compliance with our Policy and procedures for taking available local, state, or federal leave. The district does not have a leave without pay category. If you are absent in excess of the number of days of leave you have available under district policy, you are in violation of the district's leave policy. You will not be paid for those days and will be subject to disciplinary action, up to and including termination of employment.

NEUTRAL ABSENCE CONTROL POLICY *(Policy DEC)*

If an employee does not return to work after exhausting all available paid and unpaid leave, the district shall provide the employee written notice that he or she no longer has leave available for use. The district shall automatically pursue termination of an employee who has exhausted all available leave regardless of the reason for the absence [see DF series]. If terminated, the employee may apply for reemployment with the district.

PERSONAL LEAVE

State law entitles all employees to five days of paid 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 education service centers. Personal leave may be used for two general purposes: non discretionary and discretionary.

NONDISCRETIONARY

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

DISCRETIONARY

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

- A maximum of 10% of campus employees in each job category will be permitted to take discretionary personal leave at the same time.
 - Discretionary leave may not last more than three consecutive workdays.
 - Discretionary leave may not be taken on the following days:
 - Any day during the five consecutive workdays immediately before or after the first instructional day of the school year.
 - The day immediately before or after Thanksgiving break, winter break, spring break, a student holiday, or a scheduled three-day weekend.
 - The day of an open house at a school to which the employee is assigned any in-service or a staff development day applicable to the employee.

- The days on which local end of semester examinations or state-mandated assessments are scheduled, including:
 - end-of-course assessments, administered on a campus to which the employee is assigned;
 - any day during the five consecutive workdays immediately before the test date; and
 - the day immediately following the test date, regardless of the grade Level being tested.
- Any day for which the employee's administrative supervisor has reason to believe that more than 5% of the campus or departments' staff is expected to be absent or assigned to an off-campus activity.

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 duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond 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 can be used only in half or full-day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits. State sick leave may be used for the following reasons only:

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

LOCAL LEAVE

All full-time employees shall earn five local leave days per school year at a rate of one-half workdays per month of employment. All part-time employees shall earn 2.5 local leave days per school year at a rate of one-half workday per 60 days of employment. Local leave shall be used according to the terms and conditions of state personal leave [see State Personal Leave, above]. An employee shall be permitted to accumulate local leave days from year to year. Employees hired on or after Aug. 1, 2015, shall accumulate local leave to a maximum of 30 days.

NON-DUTY DAYS *(Policy DED)*

Professional and paraprofessional staff employed on a 12-month assignment shall have flexible unpaid leave days outside of the District's defined annual holiday schedule. These days are termed "non-duty" days. The District determines the number of non-duty days prior to July 1 each year.

USE OF NON-DUTY DAYS

Non-duty days may be taken during the duty year and shall be taken at such times that will least interfere with the performance of the employee's duties and the staffing needs of the District. An employee shall be required to obtain advance approval from his or her supervisor before taking non-duty days and must provide sufficient notice to allow the supervisor to consider the District's staffing needs before approval of non-duty schedules.

Regulations Concerning Carryover:

- An employee may carry over no more than five non-duty days to the next duty year.
- All carryover non-duty days must be used within 60 days of the duty year earned.

If an employee resigns from the District, all unused non-duty days will be removed from the employees leave balance. Employees will not be paid for non-duty days issues in previous years.

SICK LEAVE POOL (Policy DED)

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 District employees may donate only local 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.
- The maximum number of days per school year an eligible employee may receive from a sick leave pool.
- The return of unused days to donors.

Family And Medical Leave (FMLA) General Provisions

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

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. The Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take up to 12 workweeks of FMLA leave in a 12 month period for:

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

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

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

Leave Eligibility

Employees are eligible for FMLA leave if **all** of the following apply:

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

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

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

Requesting Leave

Generally, requesting leave you must:

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

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

Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Employer Responsibilities

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

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

Your employer cannot interfere with your FMLA rights or threaten to punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with WHD investigation.

After becoming aware that your need to leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing:

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

If the employee is not eligible, the employer must provide a reason for ineligibility.

Where can I find more information? Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

DEFINITION OF SERIOUS HEALTH CONDITION

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of

continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

SUBSTITUTION OF PAID LEAVE FOR UNPAID LEAVE

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policy.

UNLAWFUL ACTS BY EMPLOYERS

The FMLA makes it unlawful for any employer to:

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

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period beginning on the first duty day of the school year.

USE OF PAID LEAVE

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

COMBINED LEAVE FOR SPOUSES

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

INTERMITTENT LEAVE

When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Medical Certification

Within 15 calendar days, the employee must provide medical certification from the treating health care provider. If the certification is in a language other than English, the employee must provide the District with a written translation of the certification. The District will notify the employee if the certification is incomplete or insufficient, and will provide 7 calendar days for the employee to resolve the deficiency. Recertification will be required when the original certification expires or the employee has been released from care by treating health care providers. If the employee fails to provide timely certification, or fails to resolve any deficiencies of the certification, the District may deny FMLA.

FITNESS FOR DUTY

An employee that takes FMLA leave due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee's ability to perform essential job function is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FMLA designation notice to share with the health care provider.

REINSTATEMENT

An employee returning to work at the end of FMLA leave 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 FMLA entitlement, and the district will maintain the employee's group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (see DECA (LEGAL)).

Failure to Return

If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or 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 FMLA leave or have questions should contact the benefit specialist for details on eligibility, requirements, and limitations.

TEMPORARY DISABILITY LEAVE (Certified Employees)

Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. The maximum length of leave shall be 180 days. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the superintendent or designee 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 Finance Coordinator should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties.

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

WORKERS' COMPENSATION BENEFITS

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly

income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use 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 pre-injury wage.

ASSAULT LEAVE

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

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 may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. Assault Leave days and Family Medical Leave shall run concurrently. The employee's pay will be deducted if accrued paid leave is not available.

BEREAVEMENT LEAVE *(Policy DEC)*

An employee shall be granted up to three days of bereavement leave upon the death of a member of the employee's immediate family. Such leave shall be taken with no loss of pay or other paid leave. The resolution for the deceased family member will be in accordance with the Cedar Hill ISD bereavement policy.

ADMINISTRATIVE LEAVE

The superintendent or designee can order that any employee be placed on administrative leave, usually with or without pay, when it is determined that it is in the district's best interest to do so.

JURY DUTY *(Policies DEC, DG)*

The district provides paid leave to employees who are summoned to jury duty. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

COMPLIANCE WITH A SUBPOENA

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Employees may be required to submit documentation of their need for leave for court appearances. Other 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).

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 (Policy DEC Local)

Paid Leave for Military Service:

- Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training or duty ordered by proper authority. Paid military leave will not exceed 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave:

- Employees who leave the district to enter into the United States uniformed services or who are ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the Human Resources Department. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance:

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

Quarantine Leave

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

Mental Health Leave

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

Employee Leave Questions:

Jeanette Slack
Finance Coordinator
285 Uptown Blvd., Bldg. 300
Cedar Hill, TX 75104 972-291-1581
benefits@chisd.net

Insurance and Benefits Questions:

Kathy Shaw
Benefits Coordinator
285 Uptown Blvd., Bldg. 300
Cedar Hill, TX 75104 972-291-1581
benefits@chisd.net

Payroll Questions:

Sara Jensen
Payroll and Benefits Manager
285 Uptown Blvd., Bldg. 300
Cedar Hill, TX 75104 972-291-1581
payroll@chisd.net

EMPLOYEE RELATIONS AND COMMUNICATIONS

EMPLOYEE RECOGNITION AND APPRECIATION

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include service pins for continuous years of service in increments of five years.

DISTRICT COMMUNICATIONS

Throughout the school year, the communications & marketing department publishes e-newsletters, brochures, fliers, calendars, news releases, and other materials. These publications offer employees and the community information pertaining to school activities and achievements.

It is the goal of the Cedar Hill Independent School District to disseminate accurate information to the public. According to local policy GBBA (local), "News releases concerning the overall operation of the district's schools or that involve more than one campus shall be coordinated by the district's public information department." The CHISD Longhorn Newsroom hosts all promotional and informational articles related to the district. More information about the CHISD Longhorn Newsroom can be found [here](#).

COMPLAINTS AND GRIEVANCES (Policy DGBA)

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 concerning the process of bringing concerns and complaints is reprinted as follows:

- Complaints under this policy shall be submitted to the Assistant Superintendent of Human Resources in writing on a form provided by the district.

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

Level One conference.

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

LEVEL ONE

Complaint forms must be filed:

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

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

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

CONTINUOUS GROWTH AND DEVELOPMENT

The appropriate administrator shall investigate as necessary and hold a conference with the employee within 10 days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the employee a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

LEVEL TWO

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

The appeal notice must be filed in writing, on a form provided by the district, within 10 days of the date of the written Level One response or, if no response was received, within 10 days of the Level One response deadline.

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

- Original complaint form and any attachments.
- Any and all documents submitted by the employee at Level One.
- Written response issued at Level One and any attachments.
- Any and all documents relied upon by the Level One administrator in reaching the Level One decision.

The superintendent or designee shall hold a conference within 10 days after the appeal notice is filed. The conference shall be limited to the issues presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The superintendent or designee may set reasonable time limits for the conference.

The superintendent or designee shall provide the employee a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the superintendent or designee may consider the Level One record, information provided at the Level two conference, and any other relevant documents or information the superintendent or designee believes will help resolve the complaint.

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

LEVEL THREE

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

The appeal notice must be filed in writing, on a form provided by the district, within 10 days of the date of the written Level two response or, if no response was received, within 10 days of the Level Two response deadline.

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

The superintendent or designee shall provide the board the record of the Level Two complaint. The employee may request a copy of the Level Two record. The Level Two record shall include:

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

CONTINUOUS GROWTH AND DEVELOPMENT

If at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

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

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

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

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

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. Cedar Hill ISD employees shall uphold our Core Values which are the Six Pillars of Character. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and co-workers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late, (unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence

may be cause for disciplinary action, up to and including termination).

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

All district employees should perform their duties in accordance with state and federal law, district policy and procedures, and ethical standards. Violation of Policy, 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, up to and including termination.

Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to the Texas Education Agency no later than the seventh day after the superintendent knew of the incident.

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

CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS

Statement of Purpose

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

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance:
 - Standard 1.1 - The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official Policy of the school district or educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.
 - Standard 1.2 - The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
 - Standard 1.3 - The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
 - Standard 1.4 - The educator shall not use institutional or professional privileges for personal or partisan advantage.
 - Standard 1.5 - The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, 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 Policy, 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, prescription drugs, and toxic inhalants.
- Standard 1.13 - The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct Toward Professional Colleagues:

- Standard 2.1 - The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- Standard 2.2 - The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- Standard 2.3 - The educator shall adhere to written local school board Policy and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
- Standard 2.4 - The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- Standard 2.5 - The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
- Standard 2.6 - The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- Standard 2.7 - The educator shall not retaliate against any individual who has filed a complaint with the SBEC or provides information for a disciplinary investigation or proceeding under this chapter.
- Standard 2.8 - The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. Ethical Conduct Toward Students:

- Standard 3.1 - The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- Standard 3.2 - The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
- Standard 3.3 - The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
- Standard 3.4 - The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
- Standard 3.5 - The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment of a student or a minor.
- Standard 3.6 - The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
- Standard 3.7 - The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- Standard 3.8 - The educator shall maintain appropriate professional educator- student relationships and boundaries based on a reasonably prudent educator standard.
- Standard 3.9 - The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:
 - the nature, purpose, timing, and amount of the communication;
 - the subject matter of the communication;
 - whether the communication was made openly or the educator attempted to conceal the communication;
 - whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

- o whether the communication was sexually explicit; and
- o whether the communication involved discussion(s) of the physical or sexual attractiveness, or the sexual history, activities, preferences, or fantasies of either the educator.

DISCRIMINATION, HARASSMENT, AND RETALIATION *(Policies DH, DIA)*

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

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

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

CHISD practices neither disparate treatment nor disparate impact in its employment practices. Harassment of a co-worker or student motivated by race, color, religion, national origin, disability or age is a form of discrimination and is prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic or physical conduct relating to an individual's race, color, religion, national origin, disability or age that creates an intimidating, hostile or offensive educational or work environment.

An employee wishing to express concern, complaints, or criticism should do so following the Employee Complaints and Grievances process. The District's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be accessed [here](#).

HARASSMENT OF STUDENTS *(Policies DF, DH, DHB, FFG, FFH, FFI)*

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

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/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 **40** and Bullying page **58** for additional information.

More information about the District's policy that includes definitions and procedures for reporting and investigating harassment of students can be found [here](#).

EMPLOYEE-TO-STUDENT

Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written,

physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification.
- Telephoning students at home or elsewhere and engaging in inappropriate social relationships.
- Engaging in physical contact that would reasonably be construed as sexual in nature.
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.

Sexual abuse of a student by an employee violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse will also be reported to the appropriate authorities, as required by law.

Employees with questions or concerns relating to the alleged sexual harassment of a student should contact the assistant superintendent of human resources.

STUDENT-TO-STUDENT

Sexual harassment of students by students is a form of discrimination that is prohibited. Sexual harassment of students includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors. Sexual abuse of a student by another student violates a student's right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect or know that a student is being sexually harassed or sexually abused by another student shall inform his or her principal, immediate supervisor or the Title IX coordinator (Hallema Jackson, Assistant Superintendent of Human Resources, 285 Uptown Blvd., Cedar Hill, TX 75104, 972-291-1581 (x4031) hallema.jackson@chisd.net). Employees who receive information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall report the behavior to the appropriate authorities, as required by law. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents.

REPORTING SUSPECTED CHILD ABUSE *(Policies DG, GRA)*

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a 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 to CPS.

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

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, 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 taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or

neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educator 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. In addition, employees must cooperate with child abuse and neglect investigators.

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

SEXUAL ABUSE AND MALTREATMENT OF CHILDREN (Policy BQ)

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed on the district website. 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 maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in Reporting Suspected Child Abuse.

REPORTING CRIME (Policy DG)

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

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.

CHISD provides before and after school tutoring each week. In addition, a daily intervention time for teachers to support is scheduled for scholars who demonstrate a lack of proficiency in the Texas Essential Knowledge and Skills (TEKS). It is the expectation for the campus principals to support teachers to remain on the district's scope and sequence. This will allow all scholars to receive core content tier 1 instruction.

TECHNOLOGY RESOURCES (Policy CQ)

The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all district owned devices used on or off school property are primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's computer or network 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. All users will be required to sign an acceptable use agreement annually. Failure to abide by the regulations or signing an agreement can result in suspension or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the executive director of technology.

PERSONAL USE OF ELECTRONIC COMMUNICATIONS *(Policies CQ, DH)*

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to 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 communications for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district'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, particularly under FERPA with regards to student data.
- The employee continues to be subject to applicable state and federal laws, local Policy, administrative regulations, and the Texas Educator's Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. *[See Policy FL]*.
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. *[See DH (EXHIBIT)]*
 - Confidentiality of district records, including educator evaluations and private email addresses. *[See Policy GBA]*
 - Copyright law. *[See Policy EFE]*
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. *[See DH (EXHIBIT)]*

See *Electronic Communications between Employees, Students, and Parents* below, for regulations on employee communication with students 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 communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited.

Employees are not required to provide students with their personal phone number or email address.

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

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

The following definitions apply for the use of electronic communications with students:

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

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - o For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district email address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (professional page) for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.

- The employee shall not communicate directly with any student between the hours of 10 p.m. and 5:30 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local Policy, administrative regulations, and the Texas Educator Code of Ethics including:
 - o Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. *[See Policy CPC and FL]*
 - o Copyright law. *[See Policy CY]*
 - o Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. *[See Policy DH]*
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- 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.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or her supervisor within one business day if a student engages in improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Communication Tool Expectations:

- Teachers are expected to utilize Remind or email to communicate with parents.
- Class Dojo is not to be used for parent communication. It should be used only for tracking behavior points for scholars and to support PBIS strategies.
- SMORE newsletters are encouraged and can be emailed to parents.

PUBLIC INFORMATION ON PRIVATE DEVICES *(Policies DH,GB)*

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

- Verbal or written 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 *(Policies DH, DHB, and DHC)*

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

- Crimes involving school property or funds.
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator.
- Crimes that occur wholly or in part on school property or at a school-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 distribute any controlled substance.
- Felonies involving driving while intoxicated (DWI).
- Acts constituting abuse or neglect under the SBEC rules.

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

Certified Employees

The Superintendent and directors are required to report the misconduct or criminal history of a certified employee or individual applying for certification or permit to TEA Division of Educator Investigations. Information about misconduct or allegations of misconduct of a certified employee obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g. arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor.
- Possessed, transferred, sold, or distributed a controlled substance.
- Illegally transferred, appropriated, or expended school property or funds.
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation.
- Committed a criminal offense on school property or at a school-sponsored event.
- Solicited or engaged in sexual conduct or a romantic with a student or minor.

Uncertified Employees

Misconduct or criminal history of an uncertified employee also must be reported to TEA. Information about misconduct or the allegations of misconduct obtained by means other than criminal history clearinghouse that results in termination, resignation, or criminal history (e.g. arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to

TEA.

Misconduct or allegations of misconduct include:

- Abuse or unlawful act with a student or minor.
- Involvement in romantic relationship with or solicited or engaged in sexual contact with a student or a minor.

ALCOHOL AND DRUG ABUSE PREVENTION *(Policy DH)*

Cedar Hill ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. More information about the District's policy on alcohol and drug abuse can be found [here](#).

DRUG AND ALCOHOL USE

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

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

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

Exceptions:

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee's personal use shall not be considered to have violated this policy.

Notice:

Each employee shall be given a copy of the district's notice regarding drug-free schools. *[See DI(EXHIBIT)]*

A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment. More information about Policy DI can be found [here](#).

TOBACCO AND NICOTINE PRODUCTS AND E-CIGARETTE USE *(Policies DH, FNCD, GKA)*

State law prohibits smoking, using tobacco and nicotine 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.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

The district prohibits the use of electronic cigarettes or any other electronic vaporizing device on district property at all

times.

FRAUD AND FINANCIAL IMPROPRIETY *(Policy CAA)*

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

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

CONFLICT OF INTEREST *(Policies DBD, CB)*

During working hours, employees are expected to devote their full time and attention to the business and the affairs of the district. If an employee wishes to engage in employment or business activity outside his/her employment with the district, the employee must first disclose to the district the nature and extent of the proposed employment or business activity and obtain the district's written approval. Approval will only be withheld if the district reasonably determines that the employee's proposed outside employment or business activity could conflict or compete with the interests of the district or could negatively affect the employee's job performance or attendance. Failure by an employee to comply with this requirement is subject to disciplinary action up to and including termination.

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 supervisor for additional information. *(See Conflict of Interest form in the Appendices).*

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 technology 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 federal 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. Duplications are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

ASSOCIATIONS AND POLITICAL ACTIVITIES *(Policy DGA)*

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

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

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

CHARITABLE CONTRIBUTIONS *(Policy DG)*

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

SAFETY AND SECURITY *(Policy CK Series)*

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. Cedar Hill ISD has an anonymous reporting system called Anonymous Alerts that allows employees and students to report incidents or behaviors that they feel are unsafe. *(See Emergencies on page 53 for additional information).*

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area. To prevent or minimize injuries to employees, co-workers, 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 judgment 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 assistant superintendent of operations.

POSSESSION OF FIREARMS AND WEAPONS *(Policies FNCG, GKA)*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district-provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call 911 immediately.

VISITORS IN THE WORKPLACE *(Policy GKC)*

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal classroom environment.

ASBESTOS MANAGEMENT PLAN *(Policy CSC)*

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

PEST CONTROL TREATMENT *(Policies DI, CLB)*

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

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

GENERAL PROCEDURES

EMERGENCY SCHOOL CLOSING

The district may close schools because of severe weather, epidemics or other emergency conditions. When such conditions exist, the superintendent will make the official decision. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website, Twitter, Facebook, Instagram and notify the following television stations:

- Channel 4 (KDFW) KDFW.com
- Channel 5 (KXAS) KXAS.com
- Channel 8 (WFAA) WFAA.com
- Channel 11 (KTVT) cbs11tv.com

Staff will also be informed via text, phone call and/or email through the CHISD Mass Notification System.

EMERGENCIES *(Policies CKC, CKD)*

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

The emergency warning siren system will be sounded for the following reasons:

- Testing: A test of the sirens will be conducted by the city of Cedar Hill. A test will be one minute of a steady sound, one-minute pause, another minute of a wavering sound and then a message over the siren public-address system stating that this concludes the test.
- Public Address: Whenever there is a tornado watch or severe weather bulletin issued by the U.S. Weather Service for Dallas County, an announcement will be made over the public address system for those persons who are outdoors.
- Alert: A steady sound for three minutes means that there is an imminent hazard to life and property. A person should take shelter immediately and listen to a radio or television set for further information. Do not call the police or fire departments for information.

SAFETY PROCEDURES

During the school year there will be several emergency response drills. The purpose of these drills is to train employees and students in the proper procedures and responses to each type of command or signal. Emergency maps and procedures are posted in each classroom. The type of emergency and the circumstances surrounding the event determine the appropriate response. CHISD Standard Response Protocols are listed below:

- HOLD- All students remain in the classroom. Keep hallways clear. Continue instruction.
- LOCKDOWN- Used when there is imminent threat of harm inside of the school.
- SECURE-Get inside lock outside doors. Used when there is imminent threat outside of the building.
- EVACUATE- Used when it is safer to be outside such as in instances of gas leak, fire alarm, or bomb threat.
- SHELTER-For a hazard. Use the safety strategy.

As part of our campus perimeter security employees are not to open an exterior door for anyone. Nor shall an employee block or prop open an exterior door for any reason. Violation of campus security will trigger a violation notice from the emergency operations office which will result in a reprimand from the employee's immediate supervisor.

THREATENING WEATHER

If at any time weather becomes threatening, especially with lightning, students (athletics, physical education, band, drill team, cheerleaders, JROTC) who are outside should be moved immediately inside until the weather clears. Students should never be kept outside or allowed to remain outside when severe or turbulent weather is imminent.

SCHOOL CLOSURES DUE TO PANDEMIC REASONS

In the event of school closure due to a pandemic episode, pursuant to Texas Education Code Section 21.401, which represents a legislative determination that a public school district is to continue educators' salaries during times of disasters, floods, or extreme weather conditions, which forces the closing of schools.

Educators will continue to be compensated according to their contracts; which means that you will not receive loss in pay or be penalized for any time off. The district will continue your salary and you, in turn, are obligated to be available if the district should need to contact you and need your services during this period. Decisions regarding the compensation of non-contract employees will be determined by board action.

PURCHASING PROCEDURES *(Policy CH)*

All requests for purchases must be submitted to the business/finance department through the district's purchase ordering (PO) system. The issuance and approval of a PO must precede the ordering of goods and services. No purchases, charges, or commitments to buy goods or services for the district can be made without an approved PO. The district will not reimburse employees or assume responsibility of an expense for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district. Any person in violation of purchasing for personal use may be liable for the purchase and subject to disciplinary action. The above information is not all inclusive of the district's Policy and procedures. Contact the purchasing coordinator and/or refer to the district's administrative guidelines for additional information.

EXPENSE REIMBURSEMENT TRAVEL *(Policy DEE)*

In order for any associated travel reimbursement to occur, the travel for a district activity, conference, convention, workshop, or training must have prior authorization and approval from the employee's immediate supervisor. A qualified employee using local funds shall be reimbursed for reasonable, allowable expenses incurred in carrying out authorized district activity, conference, convention, workshop, or training. Reimbursable items will be mileage according to the current rate schedule established by the district, meals and incidentals at a per diem rate designated by the district, other relatable travel expenditures in compliance and at a rate at the discretion of the district and within the district's Policy and procedures.

Accommodations may not exceed the district designated daily rate unless there is prior approval from the superintendent. When more than one district employee (of the same gender) is attending the same district activity, conference, convention, workshop, or training, accommodations should be shared. If the employee chooses not to share a room, the district will reimburse only the district designated daily rate for single occupancy accommodations.

Transportation should be shared when more than one district employee is attending a same district activity, conference, convention, workshop, or training. Should the choice be made not to share the transportation, reimbursement will be the mileage equivalent for one way using the rate schedule established by the district. Any exceptions must be approved by the superintendent or designee.

Any district travel using federal funds will fall under the guidance of the Education Department General Administrative Regulations (**EDGAR**). This guidance has specific processes and procedures in addition to the district's Policy and procedures. Travel using federal funds must adhere to both EDGAR and district guidelines. Contact the purchasing coordinator for additional information regarding these guidelines.

All expenditures claimed, must be in accordance with the district's policy and represent actual charges. Failure to obtain prior approval may result in the employee(s) forfeiture of any reimbursement. The above information is not all inclusive of the district's Policy and procedures. Contact the purchasing coordinator or refer to the district's administrative guidelines for additional information.

NAME AND ADDRESS CHANGES

It is important that employment records be kept up to date. Employees must notify the human resources department, via SKYWARD Finance Employee Access, as well as their campus or department secretary if there are any changes or corrections to their name, home address, telephone number, marital status, emergency contact, or beneficiary. Name, address, phone, and personal email address can be changed through SKYWARD Finance Employee Access. Please contact the benefits office to make changes to your beneficiary, and changes to your marital status.

PERSONNEL RECORDS *(Policies DBA, GBA)*

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal e-mail is confidential and may not be released without the employee's permission.

Social Security numbers are automatically withheld. Employees may choose to have the following personal information withheld:

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

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

FACILITY USE *(Policies DGA, GKD)*

Employees who wish to use district facilities after school hours must follow established procedures and guidelines as outlined in board policy GKD(LOCAL). The Operations Department is responsible for scheduling the use of facilities after school hours. Contact the Operations Department at (972) 291-1581 extension 4081 to request to use school facilities and to obtain information on the fees charged.

RELATIONSHIP WITH POLICE

School officials shall cooperate with the police and other law enforcement agencies. If an officer comes to arrest a student and has a warrant or a summons for that purpose, it is the duty of school personnel to comply with the orders of the court. Under most circumstances, police and other law enforcement officers should be allowed to question a student at school upon request per district policy GRA (Local).

TERMINATION OF EMPLOYMENT

RESIGNATIONS

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

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency. The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in one of the same acts.

NON CONTRACT EMPLOYEES

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

The principal is required to notify the superintendent of a non-certified employee's resignation or termination within seven business days following an alleged incident of misconduct or 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 of knowing about an employee's resignation or termination following an alleged incident of misconduct described above.

DISMISSAL OR NONRENEWAL OF CONTRACT EMPLOYEES *(Policy DF Series)*

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

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

DISMISSAL OF NON-CONTRACT EMPLOYEES *(Policies 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, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to file a grievance. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance.

The principal is required to notify the superintendent of a non certified employee's resignation or termination within seven business days following an alleged incident of misconduct or 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 INTERVIEWS AND PROCEDURES

The Exit process for employees leaving the district is online and can be accessed through the human resources web page. Separating employees are asked to provide the district with a forwarding physical address, email address, and phone number; and complete an online survey that provides the district with feedback on his or her employment experience.

All district keys, books, property including intellectual property, and equipment must be returned to the district upon separation from employment. The district may withhold the cost of any items not returned from the final paycheck including the rekeying of a building because of failure to return keys.

REPORTS TO TEXAS EDUCATION AGENCY

CERTIFIED EMPLOYEES *(Policies DF, DHB, DHC)*

The resignation or termination of a certified employee must be reported to the Division of Investigations at the 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 unlawful conduct with a student or a 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 district or school property or funds.
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation.
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The 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. "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).

NON CERTIFIED EMPLOYEES *(Policies DF, DHB, DHC)*

The voluntary or involuntary separation of a non-certified 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 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, Cedar Hill ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to:

Dr. Norbert Whitaker
Executive Director of Student Services
285 Uptown Blvd., Bldg. 300
Cedar Hill, Texas 75104
972-291-1581 ext. 4241
norbert.whitaker@chisd.net

STUDENT RECORDS *(Policy FL)*

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights.
- The student: The rights of the 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 students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal.

PARENT AND STUDENT COMPLAINTS *(Policy FNG)*

Cedar Hill ISD strives to maintain a harmonious relationship between parents, teachers, staff and administration. Occasionally, misunderstandings occur and resolutions need to be made. Issues and concerns are best resolved on the level at which they occur. By following these steps, situations can usually be resolved in a quick and fair manner. Below is the process parents or guardians should take to resolve a situation.

CONTACT THE STAFF MEMBER

The most direct route to resolving a concern is to speak directly with the person involved, whether it is a teacher, a coach, a bus driver, etc. More than 95 percent of concerns are resolved through communication with those involved.

CONTACT THE PRINCIPAL

The principal is in charge of each campus and is responsible for the school's operation. Explanations of policies and procedures, various clarifications and all types of campus information is available in the principal's office.

CONTACT THE APPROPRIATE CENTRAL ADMINISTRATOR

Call the Cedar Hill ISD administration building at 972.291.1581 to reach the appropriate administrator or director. This step should be taken only when steps one and two have not resolved the concern.

CONTACT THE SUPERINTENDENT

If your concern has not been resolved in Steps 1 through 3, then a call to the Superintendent's Office is appropriate.

WHEN TO CONTACT THE BOARD OF TRUSTEES

The CHISD Board of Trustees is composed of seven (7) school board members elected by the community. The School Board hires and employs the Superintendent and sets policy and the annual budget, and approves expenditures and contracts. Because of the unique responsibility on the Board of Trustees, complaints are often redirected to Administration for resolution. The public is invited and encouraged to participate in public comment (which is limited in compliance with the Constitution and federal and state laws) at all regular board meetings or to email the board members directly.

ANONYMOUS ALERTS

Scholars or parents in the school community can anonymously submit any suspicious activity, bullying or other student related issues to a school administrator(s) through the district's Anonymous Alerts system. We encourage you to report important issues. Once you complete the online form, you will receive a confirmation that your information has been submitted to the school district. <https://www.anonymousalerts.com/cedarhillisd/>

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

PSYCHOTROPIC DRUGS *(Policy FFAC)*

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

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

- Recommending that a student use a psychotropic drug.
- Suggesting a particular diagnosis.
- 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. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

STUDENT ATTENDANCE *(Policy FEB)*

Teachers and staff should be familiar with the district's Policy and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

PARENT-TEACHER CONFERENCES

Teachers and parents are encouraged to stay in frequent contact regarding the student's progress. This can be accomplished through notes, phone calls and face-to-face conferences. Teachers are expected to discuss positive work as well as areas that need help.

BULLYING *(Policy FFI)*

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to their immediate supervisor. The District's policy includes definitions and procedures for reporting and investigating bullying of students. More information on this policy can be found [here](#).

All employees are required to report student complaints of bullying to the building principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

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

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and that:

- Has or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property.
- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

- Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct.
- Interferes with a student's education or substantially disrupts the operation of a school.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, and ostracism.

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

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a district investigation regarding bullying shall be subject to appropriate disciplinary action.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the district's ability to investigate and address the prohibited conduct. To obtain assistance or intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other district employee.

Any district employee who receives notice that a student or group of students has or may have experienced bullying shall immediately notify the campus principal or designee. A report may be made orally or in writing. The campus principal or designee shall reduce any oral reports to written form.

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

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

Absent extenuating circumstances, the investigation should be completed within 10 district business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete it thoroughly. Please note:

- The district may take action based on the results of an investigation, even if the district concludes that the conduct did not rise to the Level of bullying under this policy.
- To the greatest extent possible, the district shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
- A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate Level.
- Retention of records shall be in accordance with CPC(LOCAL).
- Information regarding this policy shall be distributed annually to district employees and included in the student

handbook. Copies of the policy shall be readily available at each campus and the district's administrative offices.

- If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
- If the results of an investigation indicate that bullying occurred, the district shall promptly respond by taking appropriate disciplinary action in accordance with the district's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

HAZING *(Policy FNCC)*

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

EMPLOYEE PROFESSIONAL DRESS GUIDELINES

The district holds employees to a standard of excellence. As educators, our commitment to excellence should be reflected in our appearance. The manner in which teachers and staff present themselves will set an appropriate tone for students and establish the respect given teachers, staff and the school district as a whole. Acceptance of the position of a teacher or other professional staff member or paraprofessional staff member places one in the position of a role model. At a minimum, employees should comply with all regulations in personal grooming and dress as stated in the Employee Professional Dress Guidelines.

To this end, all staff members must appear neat, clean and appropriately dressed at all times for a business or professional environment in accordance with the position held by the employee. Employees must dress at a minimum of business casual to be appropriately dressed for work.

Unacceptable Workplace Attire:

- Cell phone earpieces and neck pieces during class time
- Articles of clothing that are ripped, torn or transparent, or that contain holes to expose undergarments and/or skin
- Low-cut blouses, tops or sweaters with plunging necklines
- The display of cleavage is unacceptable
- Shirts, blouses or dresses that do not cover the back, waist or midriff. This includes, but is not limited to, crop tops, tube tops, halters and spaghetti straps less than 4 inches in width
- Strapless dresses and tops without jackets
- Shirts, blouses and dresses that have cut outs revealing flesh and/or undergarments
- Pant type clothing that does not reach below the knee such as skorts, capris, and walking shorts
- Shorts, cutoffs, blue jeans, sweat pants, or wind pants
- Sleeveless t-shirts and/or t-shirts that display vulgarities, obscenities, offensive or suggestive prints regarding drugs, alcohol, or sex
- Clothing that is excessively tight fitting
- Skirts/dresses that are above the knee (must be to the knee)
- Beach shoes, flip-flops, Clog Crocs, slippers or sports slides
- Head coverings worn indoors
- Leggings worn as pants
- Sagging pants

Administrator Expectations:

- Men - collared shirt with tie
- Otherwise, meet all of the teacher, counselor, professional support, paraprofessional and clerical staff-member dress standards

Administration and administrative support employees are expected to project a professional image at all times. They are to be dressed and groomed appropriately in accordance with these guidelines.

Technology support staff, custodians, food service, maintenance, grounds staff members and other groups as designated by principals or other supervisors should dress appropriately for the function they perform and should conform to standards established by their supervisors.

Across the district supervisors and principals have the autonomy and authority to designate certain days, such as staff development days as an example, as dress down days when jeans, tennis shoes and spirit t-shirts are allowed. Caution should be made to ensure that the employee has a professional look. Additionally, Fridays across the district are designated as school spirit days when employees are encouraged to wear CHISD spirit wear CHISD Longhorn tee shirts and colors.

Determination of the appropriateness of dress shall be left to the discretion of the principal or immediate supervisor. He will counsel the individual employee regarding suitable, appropriate, acceptable and professional dress and may ask the employee to change attire or make other accommodations for acceptable dress.

Reasonable accommodations shall be made by the appropriate supervisors for those employees who, because of sincerely held religious belief, cultural heritage or medical reason, request a waiver of a particular part of this guideline for dress and appearance.

EMPLOYEE FORMS & NOTICES

Employee Complaint Forms Levels 1, 2 and 3	63-65
Suspected Child Abuse Reporting Form	66
Notice of Employee Responsibilities for Reporting Child Abuse and Neglect	67-68
Notice of Drug-Free Workplace	69
Conflict of Interest Form	70

LEVEL ONE GRIEVANCE COMPLAINT FORM

Complete this form in accordance with district policy DGBA (LOCAL). Your complaint will be dismissed if it is submitted with incomplete information. Submit your Level One complaint to your campus principal, immediate supervisor, or other person specified in policy DGBA (LOCAL) (*please type or write legibly*).

1. Employee Name: _____
2. Campus/Location: _____
3. Role/Position: _____
4. The date the event or action occurred that resulted in this complaint: _____
5. Please provide a detailed factual description of all circumstances that gave rise to this complaint (use additional pages if necessary).

6. Explain specifically how you were harmed or injured by the facts that you provided in response to item 5 above.

7. Specifically identify, and attach if possible, any documents upon which you will rely during the grievance process and explain what those documents will prove. (If you do not have these documents at the time you file your grievance, you will be able to provide copies at the Level One conference. However, please identify to the best of your ability what those documents are and what you think they will prove.)

8. Identify the specific policy or policies, constitutional or statutory provision, or administrative regulations that you allege have been misapplied or the specific type of discrimination that you allege was committed. For each, provide the facts that support your allegations.

9. The district wants to have all complaints resolved informally or at the lowest possible Level. Explain your efforts to informally resolve your complaint including whom you spoke with, when you met, and the response you received. If you did not attempt informal resolution, give a detailed explanation as to why not.

10. Identify the remedy you seek for this complaint.

Employee Signature

Date:

Name, address, and telephone number of representative, if any:

Name: _____

Address: _____

Phone Number: _____

LEVEL TWO GRIEVANCE COMPLAINT FORM

Complete this form in accordance with district policy DGBA (LOCAL). Your complaint will be dismissed if it is submitted with incomplete information. Submit your Level Two complaint to the Assistant Superintendent of Human Resources (*please type or write legibly*).

1. Employee Name: _____
2. Identify the administrator who held the Level One conference: _____
3. Identify the date you received the Level One decision: _____
4. Attach a copy of the Level One decision and specifically identify, in the space provided below, the part(s) of the Level One decision that you factually or legally disagree with and want the superintendent's designee to review.

5. Specifically, state why you disagree with the part(s) of the Level One decision that you identified in response to number 4 above.

6. Attach the documents you relied upon at Level One (if any) and explain how they support your position of response 4 and 5 above. Only those documents identified will be considered at Level Two.

Employee Signature

Date:

Name, address, and telephone number of representative, if any:

Name: _____

Address: _____

Phone Number: _____

LEVEL THREE GRIEVANCE COMPLAINT FORM

Complete this form in accordance with district policy DGBA (LOCAL). Your complaint will be dismissed if it is submitted with incomplete information. Submit your Level Three complaint to the assistant superintendent of human resources.

1. Employee Name: _____
2. Identify the administrator who held the Level Two conference: _____
3. Identify the date you received the Level Two decision: _____
4. Attach a copy of the Level Two decision and specifically identify the part(s) of the Level Two decision that you want the Board of Trustees to review.

5. Specifically, state why you disagree with the part(s) of the Level Two decision that you identified in response to number 4 above.

6. Attach the documents you relied upon at Level One and Two (if any) and explain how they support your position and response to numbers 4 and 5 above. Only those documents identified will be considered at Level Three.

Employee Signature

Date:

Name, address, and telephone number of representative, if any:

Name: _____

Address: _____

Phone Number: _____

SUSPECTED CHILD ABUSE REPORTING FORM

Note: This form is to be used by those who made a report to the CPS hotline.

On _____ at approximately _____, I contacted the hotline for Child Protective Services at
(date) (time)
Texas Department of Family and Protective Services to report suspected abuse of _____.
(student)

The person(s) believed to have been abusing a child who is a student is/are:

Describe basis for suspected child abuse (including all known details, including date, time, location, etc. for abuse):

Others notified of these allegations: _____

Others I understand are making a similar report: _____

Name of parents/guardians of alleged victim: _____

Address of parents/guardians of alleged victim: _____

Phone numbers for parents/guardians of alleged victim: _____

Name: _____
(To be redacted when document is shared outside of district human resources or police departments)

Date: _____

Job Title: _____

Campus/Dept.: _____

NOTICE OF EMPLOYEE RESPONSIBILITIES FOR REPORTING CHILD ABUSE AND NEGLECT

What are the district's Policy addressing child abuse or neglect and my responsibilities for reporting suspected child abuse or neglect?

The applicable district Policy - FFG(LLEGAL), GRA(LLEGAL) and (LOCAL), and DH(LOCAL) and (EXHIBIT) - are enclosed in this packet. This distribution is required by state law. At regular intervals, these policies will be addressed in staff development as well. If you have any questions about these policies, contact the assistant superintendent of human resources at (972) 291-1581 ext. 4035.

What are my legal responsibilities for reporting if I suspect that a child has been or may be abused or neglected?

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Any district employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

Are there any restrictions on reporting?

Under state law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

- Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
- Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

To whom do I make a report?

Reports may be made to any of the following:

- A law enforcement agency: Cedar Hill Police Department at (469) 272-2088;
- The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400) or on the web at www.txabusehotline.org; or
- If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to CPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility. Reporting your suspicion to a school counselor, a principal, or to another school staff member does not fulfill your responsibilities under the law. Furthermore, the district cannot require you to report your suspicion first to a school administrator.

Will my report be kept confidential?

State law requires that the identity of a person making a report of suspected child abuse or neglect be kept confidential.

Will I be liable in any way for making a report?

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

What will happen if I don't report suspected child abuse or neglect?

By failing to report a suspicion of child abuse or neglect:

- You may be placing a child at risk of continued abuse or neglect.
- You are violating the law and may be subject to legal penalties, including criminal sanctions.
- You are violating Board policy and may be subject to disciplinary action, including possible termination of your employment.
- Your certification from the State Board for Educator Certification may be suspended, revoked, or canceled.

What are my responsibilities regarding investigations of abuse or neglect?

State law specifically prohibits school officials from:

- Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect.
- Requiring that a parent or school employee be present during the interview.

School personnel must cooperate fully and may not interfere with an investigation of reported child abuse or neglect.

EMPLOYEE WELFARE

DI (EXHIBIT)

Drug-Free Workplace Notice

The district prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Sanctions may include:

- Referral to drug and alcohol counseling or rehabilitation programs;
- Referral to employee assistance programs;
- Termination from employment with the district; and
- Referral to appropriate law enforcement officials for

prosecution As a condition of employment, an employee shall:

- Abide by the terms of this notice; and
- Notify the superintendent, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with DH(LOCAL).

[This notice complies with the requirements of the federal Drug-Free Workplace Act (41 U.S.C. 702).]

CONFLICT OF INTEREST FORM

Any employee wishing to perform professional services outside the district and receive payment for such services by another entity must complete, sign and submit the Conflict of Interest form prior to agreeing to perform professional services outside the district. The purpose of the Conflict of Interest form is to disclose the nature of the professional services to be performed outside the district to ensure a conflict of interest does not exist for the district. The completed, signed form will be submitted to the assistant superintendent of human resources for review and determination of whether a potential conflict of interest exists.

During working hours, employees are expected to devote their full time and attention to the business of the district. If an employee wishes to engage in employment or business activity outside his/her employment with the district, the employee must first disclose to the district the nature and extent of the proposed employment or business activity and obtain the district's written approval. Approval will only be withheld if the district reasonably determines that the employee's proposed outside employment or business activity could conflict or compete with the interests of the district or could negatively affect the employee's job performance or attendance.

By signing this policy, I acknowledge understanding of the above policy and acceptance of the policy guidelines and constraints.

Employee signature

Date

Failure by an employee to comply with this requirement is subject to disciplinary action up to and including termination.