

Employee Notification: 2024-2025 School Year

Overview

All employees are asked to take a few minutes to review the attached information, which is intended to inform employees of governance requirements for the 2024–2025 school year. There are several links on the district's public website, www.cfisd.net, to the Cypress Fairbanks Independent School District (CFISD) policy manual, [Policy On Line](#). It is the responsibility of all employees to know the district's governance including laws, board policies, and administrative regulations.

What is Board Policy?

Policy conveys the Board of Education's intent and describes the district's programs and practices. Simple, direct statements are invaluable to district staff in fulfilling board mandates and help ensure that policies are readily understood by all. Policies are usually approved by the board in two readings.

What are Administrative Regulations and Exhibits?

A process or procedure implementing district policy is commonly defined as an administrative regulation. These documents are termed "REGULATIONS" by the Texas Association of School Boards (TASB). Forms or supplemental information related to these regulations are "EXHIBITS."

Organization of CFISD Governance Documents

Governance documents, comprised of LEGAL and LOCAL policies, Administrative Regulations, and Exhibits, are organized according to the TASB codification system. The sections are devoted to the following areas of school governance:

- A. Basic District Foundations
- B. Local Governance
- C. Business and Support Services
- D. Personnel
- E. Instruction
- F. Students
- G. Community and Governmental Relations

Accessing Governance Documents

All governance documents (i.e., legal policies, local policies, administrative regulations, and exhibits) are incorporated into a single online manual called [Policy On Line](#). Searches can be performed by governance code or keyword.

The following specific district governance should be reviewed annually by all employees as changes may occur throughout the year. Leaders of CFISD are responsible for ensuring their employees have access to district policies that may affect them. Not every employee has access to a computer with an internet connection, so leaders are asked to share the documents with employees who lack electronic access because **all employees are responsible for reviewing policies annually**.

If you have any questions or concerns related to governance, contact Legal Services via e-mail (legalservices@cfisd.net). Electronic copies of all referenced policies are available through the embedded links in this document.

For All Employees

The Board of Education has set forth a **vision and mission** for the whole district. CFISD's Employee Conduct Policy, **DH(LOCAL)**, carries serious consequences governing employee conduct.

Note: If a "series" is indicated, please review all documents with the policy code identifier that begins with the two or three letters shown.

Discrimination, Harassment, and Retaliation

To support a safe environment and common decency, all employees need to be versed in our discrimination, harassment, bullying, and retaliation governance. It is imperative that those who interact with students be aware of their responsibilities to respond immediately and appropriately to allegations. Relevant policies include:

- **DH** series, **FO** series, and **FNC (LEGAL)** – Policies, administrative regulations, and exhibits addressing standards of conduct for employees and students.
- **DIA** series, **FB** series, and **FFH** series—Policies regarding discrimination, harassment, and retaliation, including the relevant exhibits containing the contact information for reporting such behavior, for employees and students.

Bullying

A dedicated policy, **FFI (LOCAL)**, addresses student bullying, including cyberbullying, and establishes procedures for reporting, investigating, and dealing with bullying of district students. Additionally, because this conduct may rise to the level of discrimination or harassment, if based on a protected characteristic, this policy should be reviewed annually, along with **FFH (LOCAL)** and **FFH (EXHIBIT)**. **DH (LOCAL)** and **DIA (LOCAL)** are policies and regulations prohibiting bullying by employees.

Child Abuse and Neglect

Education commissioner rules require all employees to be aware of how and to whom to report suspicion or knowledge of child abuse or neglect. Please review the state rules on reporting child abuse and neglect, **19 TAC 61.1051**, to familiarize yourself with the procedures. The toll-free

phone number of the Texas Department of Family and Protective Services is 1-800-252-5400.

Policy information related to these concerns may be found at:

- **BQ (LEGAL)**—Policy referring to the district plan for addressing sexual abuse and other maltreatment of children
- **DH series**—Policies, administrative regulations, and exhibits addressing employee standards of conduct
- **FFG series**—Policies, administrative regulation, and exhibit addressing child abuse and neglect, trafficking, and maltreatment of students
- **GRA series**—Policies addressing child abuse investigations

Crisis Intervention

The district has a program that supports early mental health intervention and suicide prevention as outlined in the **FFB series**.

Drug-free workplace

State and federal laws require all employees to review district policies establishing a drug-free workplace. In CFISD, these policies are found in the **DH series**.

Standards of Conduct and Conflict of Interest

Conflict of interest arises when there is incompatibility between professional duties and personal interests. The following governance defines conduct that constitutes a conflict of interest and specifies the sanctions for violations: the **DBD(LOCAL)**, **CB(LOCAL)**, **CCH(LEGAL)** and **CAA(LOCAL)** for all employees. Please see the **BBFA** series for annual disclosure process.

Technology and Technology Resources

The district has an obligation to protect student and employee information. Access to the district's technology resources including e-mail is a privilege and provided for academic and district business purposes. Altering software configurations and/or disabling security features are prohibited. Relevant policies include:

- **CQ series**—Policies, Regulations, and Exhibits addressing technology for employees and students.
- **CY series**—Policies, Regulations, and Exhibits addressing copyright restrictions for employees and students.

Social Media

The communication and collaboration inherent in the use of social media can increase student engagement and expand the district's instructional resources when used responsibly and safely. While the district believes there are significant educational advantages to using social media, a suite of policy changes has been approved to ensure the use of social media supported by the district is safe and adheres to federal and state laws as well as board policy.

The following governance defines social media use:

- Employee Standards of Conduct [DH series](#)
- Technology Resources [CQ series](#)
- Intellectual Property [CY series](#)

Enforcement of Meal Policies

The U.S. Department of Agriculture regulates requirements regarding collecting payment for school meals; notifying families of low or negative balances; and enforcing other aspects of the meal charge policy. See the [CO series](#) regarding school meals.

The USDA recommends that districts inform the following individuals of the policy: school social workers, school nurses, homeless student liaisons, other staff members who assist children in need or who may be contacted by families with unpaid meal charges, principals, and other administrators.

For more information, see the USDA's memo, [Unpaid Meal Charges: Guidance and Q&A](#).

Student Discipline

Education Code 37.018 requires each teacher and administrator review [Chapter 37](#), sections 37.001 through 37.023, dealing with student discipline, as well as all relevant local district policies. Therefore, in addition to the Chapter 37 sections, please review all (LOCAL) policies in the [FN](#) and [FO](#) policy series. We also recommend that teachers and administrators review the [Student Code of Conduct](#) and the [Student Handbook](#).

Employment Policies

Employees with education certification, including probationary, term, and continuing contracts, should review the district's employment policies. Employment policies include (LEGAL) and (LOCAL) policies and exhibits found within the district's online policy manual. All employees should review the following policies.

Policy Code	Policy Title	Policy Code	Policy Title
DAA	Equal Employment Opportunity	DFBA series	Suspension/Termination of Term Contracts
DAB	Genetic Nondiscrimination and Criteria for Personnel Decisions	DFD	Hearings Before Hearing Examiner
DBAA	Criminal History and Credit Reports	DFE	Resignation
DBD	Conflict of Interest	DFF	Reduction in Force
DC	Employment Practices	DFFA	Reduction in Force: Financial Exigency
DCA	Probationary Contracts	DFFB	Reduction in Force: Program Change

Policy Code	Policy Title	Policy Code	Policy Title
DCB	Term Contracts	DG	Employee Rights and Privileges
DCC	Continuing Contracts	DGBA	Employee Complaints/Grievances
DEA series	Salaries and Wages	DH	Employee Standards of Conduct
DEAA	Incentives and Stipends	DHB	Reports to State Board for Educator Certification
DEC series	Leaves and Absences	DHE	Searches and Drug/Alcohol Testing
DECA	Family and Medical Leave	DI	Employee Welfare
DECB	Military Leave	DIA	Freedom from Discrimination, Harassment, and Retaliation
DF	Termination of Employment	DK	Assignment and Schedules
DFAA	Suspension/Termination During Probationary Contract	DN series	Performance Appraisals
DFAB	Termination at End of Year	DNA	Evaluation of Teachers