

SECTION G: PERSONNEL

Section G of the NEPN/NSBA classification system contains policies, regulations, and exhibits on all school employees except for the Superintendent (policies on the school chief are located in Section C, General Administration). The category is divided into three main divisions: GB has polices applying to all school employees or to general personnel matters: GC refers to instructional and administrative staff; and GD refers to support or classified staff.

- GA** Personnel Goals
 - GAA** Evaluation of Personnel System

- GB** General Personnel Policies
- GBA** Equal Employment Opportunity and Affirmative Action
- GBAA** Sexual Harassment & Title IX
- GBAB** Pay Equity
- GBB** Staff Involvement in Decision Making
- GBC** Staff Compensation
 - GBCA** Merit/Performance Pay Programs
- GBD** Board Communications with Staff (also BHC)
- GBE** Staff Responsibilities
- GBEA** Staff Ethics/Conflict of Interest
- GBEB** Staff Conduct
 - GBEBA** Staff Dress Code
 - GBEBB** Staff Conduct with Students
 - GBEBC** Gifts to and Solicitations by Staff
- GBEC** Drug-Free Workplace (also ADB)
- GBED** Tobacco Use by Staff Members (Also ADC)
- GBEF** Acceptable Use of the District's Wide Area Network by Staff
- GBF** Staff Working on Federal/State Grants
- GBG** Staff Welfare/Protection
- GBGA** Staff Health
- GBGB** Staff Personal Security and Safety
 - GBGC** Employee Assistance/Wellness Programs
- GBGD** Workers' Compensation
- GBH** Staff Participation in Community Activities
- GBI** Staff Participation in Political Activities
- GBJ** Personnel Records and Files
 - GBJA** Confidential Information and Disclosure of Information
 - GBJB** Access to Personnel Files
- GBK** Staff Complaints and Grievances
- GBL** Recognition of Accomplishments

- GC Professional Staff
- GCA Professional Staff Positions
 - GCAA Instructional Staff Positions
 - GCAAA Teacher Positions
 - GCAAB Guidance and Health Staff Positions
 - GCAAC Resource Staff Positions
 - GCAB Administrative Staff Positions
- GCB Professional Contracts and Compensation
 - GCBA Instructional Staff Contracts/Compensation/Salary Schedules
 - GCBAA Merit/Performance Pay for Instructional Staff
 - GCBB Administrative Staff Contracts and Compensation
 - GCBBA Merit/Performance Pay for Administrative Staff
- GCBC Professional Staff Supplementary Pay
- GCBD Professional Staff Fringe Benefits
- GCC Professional Staff Leaves and Absences
 - GCCA Instructional Staff Leaves of Absence
 - GCCAA Instructional Staff Sick Leave
 - GCCAB Instructional Staff Temporary Leaves of Absence
 - GCCAC Instructional Staff Maternity/Paternity/Parental Leave
 - GCCAD Instructional Staff Military Leave
 - GCCAE Instructional Staff Conferences/Training/Workshops
 - GCCAF Instructional Staff Sabbaticals
 - GCCB Administrative Staff Leaves and Absences
 - GCCBA Administrative Staff Sick Leave
 - GCCBB Administrative Staff Personal/Emergency/Legal/Religious Leave
 - GCCBC Administrative Staff Maternity/Paternity/Parental Leave
 - GCCBD Administrative Staff Military Leave
 - GCCBE Administrative Staff Conferences/Training/Workshops
 - GCCBF Administrative Staff Sabbaticals
- GCD Professional Staff Vacations and Holidays
 - GCDA Instructional Staff Vacations and Holidays
 - GCDB Administrative Staff Vacations and Holidays
- GCE Professional Staff Recruiting
 - GCEA Recruiting of Instructional Staff
 - GCEB Recruiting of Administrative Staff
 - GCEC Posting and Advertising of Professional Vacancies
- GCF Professional Staff Hiring
 - GCFA Hiring of Instructional Staff
 - GCFB Hiring of Administrative Staff
- GCFC Professional Staff Certification and Credentialing Requirements
- GCFD Shortage of Professional Staff

- **GCG** Part-Time and Substitute Professional Staff Employment
 - GCGA** Qualifications of Substitute Staff
 - GCGB** Arrangements for Substitute Staff
 - GCGC** Job Sharing in Professional Staff Positions
- **GCH** Professional Staff Orientation and Training
 - GCHA** Mentor Teachers
 - GCHB** Mentor Administrators
- **GCI** Professional Staff Development
 - GCIA** Philosophy of Staff Development
 - GCIB** Inservice Requirements for Instructional Staff
 - GCIC** Inservice Requirements for Administrative Staff
 - GCID** Professional Staff Training, Workshops and Conferences
 - GCIE** Professional Staff Continuing Education
- **GCJ** Professional Staff Probation, Tenure, and Seniority
 - GCJA** Instructional Staff Seniority
 - GCJB** Administrative Staff Seniority
- **GCK** Professional Staff Assignments and Transfers
 - GCKA** Instructional Staff Assignments and Transfers
 - GCKB** Administrative Staff Assignments and Transfers
- **GCL** Professional Staff Schedules and Calendars
 - GCLA** Length of Instructional Staff Workday
 - GCLB** Length of Administrative Staff Workday
 - GCLC** Length of Instructional Staff School Year
 - GCLD** Length of Administrative Staff School Year
- **GCM** Professional Staff Workload
 - GCMA** Professional Staff Planning Time
 - GCMB** Professional Staff Office Hours
 - GCMC** Parent Conferences, Staff Meetings, and School Meetings
 - GCMD** Professional Staff Extra Duty
 - GCME** Administrative Staff Extra Duty Assignments
- **GCN** Supervision of Professional Staff
 - GCNA** Supervision of Professional Staff
 - GCNB** Supervision of Administrative Staff
- **GCO** Evaluation of Professional Staff
 - GCOA** Evaluation of Instructional Staff
 - GCOB** Accountability of Instructional Staff
 - GCOC** Evaluation of Administrative Staff
 - GCOD** Accountability of Administrative Staff
- **GCP** Professional Staff Promotions and Reclassifications
 - GCPA** Promotion and Reclassification of Instructional Staff
 - GCPB** Promotion and Reclassification of Administrative Staff

- GCQ Professional Staff Termination of Employment
- GCQA Instructional Staff Reduction in Force
- GCQB Administrative Staff Reduction in Force
- GCQC Resignation of Instructional Staff
- GCQD Resignation of Administrative Staff
- GCQE Retirement of Professional Staff
- GCQF Discipline, Suspension, and Dismissal of Professional Staff
- GCR Non-school Employment of Professional Staff
 - GCRA Non-school Employment of Instructional Staff
 - GCRB Non-school Employment of Administrative Staff
- GCRC Staff Consulting Activities
- GCRD Tutoring for Pay
- GCS Professional Research and Publishing
 - GCT Exchange Teaching
- GCU Professional Staff Membership in Professional Organizations and Associations
- GCV Professional Staff Facilities

- GD Classified Support Staff
- GDA Classified Support Staff Positions
 - GDAF Fiscal Management and Office Positions
 - GDAB Building and Grounds Management Positions
 - GDAC Transportation and Food Management Positions
- GDB Classified Support Staff Contracts and Compensation
 - GDBA Support Staff Salary Schedules
 - GDBB Merit/Performance Pay for Support Staff
 - GDBC Support Staff Supplementary Pay/Overtime
- GDBD Classified Support Staff Fringe Benefits
- GDC Classified Support Staff Leaves and Absences
 - GDCA Classified Support Staff Sick Leave
 - GDCB Classified Support Staff Temporary Leaves of Absence
 - GDCC Classified Support Staff Maternity/Paternity/Parental Leave
 - GDCD Classified Support Staff Military Leave
 - GDCE Classified Support Staff Conferences/Visitations/Workshops
- GDD Classified Support Staff Vacations and Holidays
- GDE Classified Support Staff Recruiting
 - GDEA Posting and Advertising of Classified Support Staff Vacancies
- GDF Classified Support Staff Hiring
 - GDFA Classified Support Staff Qualifications and Requirements
 - GDFB Classified Support Staff Selection Process
 - GDFC Shortage of Support Staff

- **GDG** Part-Time and Substitute Classified Support Staff Employment
- **GDGA** Qualifications of Classified Support Staff Substitutes
- **GDGB** Arrangements for Classified Support Staff Substitutes
- **GDGC** Job Sharing in Support Staff Positions
- **GDH** Classified Support Staff Orientation and Training
- **GDI** Classified Support Staff Probation, Tenure, and Seniority
- **GDJ** Classified Support Staff Assignments and Transfers
- **GDK** Classified Support Staff Schedules and Calendars
- **GDKA** Length of Classified Support Staff Work Day
- **GDKB** Length of Classified Support Staff School Year
- **GDL** Classified Support Staff Work Load
- **GDLA** Classified Support Staff Extra Duty
- **GDLB** Classified Support Staff Meetings
- **GDM** Support Staff Career Development
- **GDMA** Philosophy of Support Staff Career Development
- **GDMB** Support Staff Training, Conferences, and Workshops
- **GDMC** Support Staff Inservice Requirements
- **GDMD** Support Staff Continuing Education
- **GDN** Supervision of Classified Support Staff
- **GDO** Evaluation of Classified Support Staff
- **GDOA** Accountability of Support Staff
- **GDP** Support Staff Promotions and Reclassification
- **GDQ** Classified Support Staff Termination of Employment
- **GDQA** Classified Support Staff Reduction in Force
- **GDQB** Resignation of Classified Support Staff
- **GDQC** Retirement of Classified Support Staff
- **GDQD** Discipline, Suspension, and Dismissal of Classified Support Staff
- **GDR** Non-school Employment by Classified Support Staff
- **GDS** Classified Support Staff Membership in Professional/Union Organizations
- **GDT** Classified Support Staff Facilities

PERSONNEL GOALS

A dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program in the Caesar Rodney School District. To this end, the development of personnel policies is an essential component of the program of public education in the District. The philosophy of the Caesar Rodney School District and community generally will be reflected in these policies.

Through its personnel policies, the Board will establish a school environment that will attract and maintain the best qualified persons whose mission will be to provide the best possible learning opportunities for the students enrolled in the District.

The long range goals on which these policies will be based are:

- Recruit, select and employ the best qualified personnel to staff the District.
- Provide staff compensation and benefit programs sufficient to attract and retain qualified, outstanding employees.
- Provide a staff development program for all employees that leads to continuous growth.
- Develop and use positive processes for personnel evaluation that contribute to the improvement of both staff capabilities and the learning program.
- Assign personnel to ensure they are used as effectively as possible.
- Develop the quality of human relationships necessary to obtain maximum staff performance and a high level of job satisfaction.
- Provide for a genuine team approach to education, including staff involvement in planning, decision-making, and evaluation.

Adopted: April 20, 1999

GENERAL PERSONNEL POLICIES

All parts of the Caesar Rodney School District exist for one purpose — to facilitate the educational development of youth. The excellence of teachers, administrators, and other professional staff, as well as all support personnel, will, in the long run, determine the success of the instructional program.

It is the policy of the Board of Education to seek and retain qualified personnel for all certificated, paraprofessional, and classified positions.

The Board seeks to establish those personnel policies that will enable each staff member to make his/her fullest contribution to the programs and services of the District. The Superintendent will administer the personnel program consistent with Board policies. He/she will develop all necessary and appropriate forms and procedures for the program including a systematic employee evaluation process.

Persons interested in securing employment with the District will complete all necessary forms before employment is finalized. The applicant who can best meet the requirements of the position will be employed.

To be considered for an interview in the District, the following should be on file:

- A completed and signed application.
- Four references: 2 professional and 2 personal.
- Transcripts of college coursework, if applicable.

Additional information which is required for employment includes:

- A criminal background check through the Delaware State Police.
- Official transcripts, if applicable.
- Successful completion of the PRAXIS Tests, if a professional applicant.
- A health physical.
- Information for Direct Deposit.
- I-9 Employment Eligibility Verification Form which is required by the Immigration Reform and Control Act of 1986. All new employees hired in the District must be United States citizens or lawfully authorized alien workers.
- Copy of driver's license and social security card.
- Military Separation Form (DD Form 214), if applicable.

In the hiring and assigning of employees and in the administration of all compensation, benefits, and other terms and conditions of employment, the District will comply with all applicable Federal and State laws. The Board will employ and promote the best qualified applicants for existing vacancies regardless of race, color, religion, gender, age, disability unrelated to ability to perform the duties of the position, national origin, or ancestry.

Job Descriptions

The Office of Personnel prepares and maintains job descriptions defining the duties, responsibilities, and qualifications of all positions. Only representative duties may be described for each job. Additional related details and miscellaneous duties will be required in the performance of all jobs. Copies of all job descriptions are maintained as exhibits in Board Policy.

Adopted: April 20, 1999

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

All personnel policies and practices of the Caesar Rodney School District will be in accordance with fair employment practices as determined by State and Federal legislation. In keeping with the principles of equal opportunity and nondiscrimination, the Board will employ and promote the best qualified applicants for existing vacancies regardless of race, color, religion, gender, age, disability unrelated to ability to perform the duties of the position, national origin, veteran or marital status, sexual orientation, genetic information or any legally protected class.

The Superintendent, or his/her designee, shall ensure that the district attracts and retains a highly skilled and dedicated faculty and staff reflective of the diversity of the school community by:

- Engaging in recruitment practices that requires that employees be hired based on the standards or qualifications as adopted by the State Board of Education or otherwise licensed in accordance with those standards required to be employed in the position for which they are hired. Those employees hired for positions in which there are no state requirements shall possess the education, skills, competencies, training or experience outlined in the job posting.
- Helping all employees grow in their jobs and prepare for advancement, assuring protected groups every opportunity to participate in activities to prepare them for positions at all levels.
- Assisting all employees to secure positions commensurate with their skills and knowledge, assuring equal access to promotion or advancement.
- Working to resolve concerns of all employees and prospective employees which they believe may cause discrimination in employment and in areas of personnel policy, practice and compensation, tenure and probation.
- Specifying on district publications contact information for the district's Title IX, Title VII, Section 504, ADA and Gender-Equity compliance coordinators and grievance officers.

Adopted: April 20, 1999

LEGAL REFS: 19 Del. C. §711

First Reading: August 5, 2014

Second Reading: August 19, 2014

Third Reading: September 16, 2014

Revised: September 16, 2014

Caesar Rodney School District, Wyoming, Delaware

Caesar Rodney School District Title IX:
**Nondiscrimination Policy, Notice of Nondiscrimination, and Grievance Procedures under
2024 Amendments to the U.S. Department of Education’s Title IX Regulations¹**

I. Nondiscrimination Policy & Notice of Nondiscrimination

The Caesar Rodney School District (the “District”) adheres to all federal, state, and local civil rights laws prohibiting discrimination and harassment in employment and education. The District does not discriminate in its admissions practices, employment practices, or educational programs or activities on the basis of sex, except as may be permitted by law. As a recipient of federal financial assistance for education activities, the District is required by Title IX of the Education Amendments of 1972 (Title IX) to ensure that all of its education programs and activities do not discriminate on the basis of sex. Sex includes sex, sex stereotypes, sex characteristics, gender identity, sexual orientation, and pregnancy or related conditions. Sex discrimination is prohibited under Title IX and by District Policy, and it includes sex-based harassment, sexual assault, dating and domestic violence, stalking, quid pro quo harassment, hostile environment harassment, disparate treatment, and disparate impact.

The District also prohibits retaliation against any person opposing discrimination or harassment or participating in any internal or external investigation or complaint process related to allegations of sex discrimination.

Any District employee or student who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities, and/or benefits of any member of the District community on the basis of sex is in violation of this Policy.

Any person may report sex discrimination (whether or not the person reporting is alleged to have experienced the conduct) in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours) by contacting the Title IX Coordinator.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the Policy or more information, please visit www.crk12.org or contact the Title IX Coordinator.

Title IX Coordinator:

Kimberly Corbeil
Supervisor of Instruction
Caesar Rodney School District Office, 7 Front Street, Wyoming, DE 19934
302-698-4800
kimberly.corbeil@cr.k12.de.us
Website: www.crk12.org

¹ Certain portions of this policy are based on ATIXA’s model policies.

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the U.S. Department of Education Office for Civil Rights (OCR), the Department of Justice, and/or another appropriate federal or state agency.

Philadelphia Office
Office for Civil Rights
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: 215-656-8541
FAX: 215-656-8605; TDD: 800-877-8339
Email: OCR.Philadelphia@ed.gov

Assistant Secretary for Civil Rights
Office for Civil Rights, National Headquarters
U.S. Department of Education
Lyndon Baines Johnson Dept. of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

The District provides reasonable accommodations to persons with disabilities and religious accommodations, when that accommodation is consistent with federal and state law.

Mandated Reporting and Confidential Employees

All District employees, other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected sex discrimination (including sex-based harassment), and/or retaliation to the Title IX Coordinator immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal District action.

Complainants may want to carefully consider whether they share personally identifiable details with Mandated Reporters, as those details must be shared with the Title IX Coordinator.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report Policy violations, and these employees will immediately make a report to the Title IX Coordinator (and/or police, if desired by the Complainant or required by law), who will act when an incident is reported to them.

The following sections describe the District's reporting options for a Complainant or third party (including parents/guardians when appropriate):

Confidential Employees

To enable Complainants to access support and resources without filing a Complaint, the District has designated specific employees as Confidential Resources. Those designated by the District as Confidential Resources are not required to report actual or suspected discrimination, harassment, or retaliation in a way that identifies the Parties. They will, however, provide the Complainant with the Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency or District official unless a Complainant has requested the information be shared.

There are two categories of Confidential Employees:

- 1) Those with confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and counselors; and
- 2) Those whom the District has specifically designated as confidential for purposes of providing support and resources to the Complainant; and

For those in category 1), above, to be able to respect confidentiality, they must be in a confidential relationship with the person reporting, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the notice. These individuals will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor, elder, or individual with a disability, or when required to disclose by law or court order.

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with the following Confidential Employees:

Confidential Employees

- Kimberly Corbeil

Designated Confidential Employees

- Cliffvon Howell

Mandated Reporters

Failure of a Mandated Reporter, as described above in this section, to report an incident of sex discrimination, sex-based harassment, or retaliation of which they become aware is a violation of this Policy and can be subject to disciplinary action for failure to comply/failure to report. This also includes situations when a harasser is a Mandated Reporter. Such individuals are obligated to report their own misconduct, and failure to do so is a chargeable offense under this Policy.

A Mandated Reporter who is themselves a target of harassment or other misconduct under this Policy is not required to report their own experience, though they are, of course, encouraged to do so.

Scope

This Policy is only applicable to alleged incidents that occur after August 1, 2024. For alleged incidents of sexual harassment occurring prior to August 1, 2024, the policy and procedures in place at the time of the alleged incident apply. Applicable versions of those policies and procedures are available from the Title IX Coordinator and are located on the District's website.

This Policy applies to all employees, students, and other individuals participating in or attempting to participate in the District's program or activities, including education and employment.

This Policy prohibits sex discrimination as set forth in the Notice of Nondiscrimination. This Policy may be applied to incidents, to patterns, and/or to the institutional culture/climate, all of which may be addressed in accordance with this Policy.

Jurisdiction

This Policy applies to the District's education programs and activities (defined as including locations, events, or circumstances in which the District exercises substantial control over both the Respondent and the context in which the conduct occurred), circumstances where the District has disciplinary authority, and to misconduct occurring within any building owned or controlled by a District-recognized student organization.

This Policy may also apply to the effects of out of school/off-campus misconduct that limit or deny a person's access to the District's education program or activities.

For disciplinary action to be issued under this Policy, the Respondent must be a District student, or employee at the time of the alleged incident. If the Respondent is unknown or is not a member of the District community, the Title IX Coordinator will offer to assist the Complainant in identifying appropriate District and local resources and support options, and will implement appropriate supportive measures and/or remedial actions (e.g., trespassing a person from campus). The District can also assist in contacting local or institutional law enforcement if the individual would like to file a police report about criminal conduct.

All vendors serving the District through third-party contracts are subject to the policies and procedures of their employers and/or to policies and procedures to which their employer has agreed to be bound by their contracts.

When the Respondent is enrolled in or employed by another District or institution, the Title IX Coordinator can assist the Complainant in contacting the appropriate individual at that institution, as it may be possible to pursue action under that District's or institution's policies.

II. Key definitions

*Complainant means:

- (1) A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
- (2) A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the District's education program or activity at the time of the alleged sex discrimination.

*Complaint means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX or its regulations.

*Consent is defined as knowing, voluntary, and clear permission by word or action to engage in sexual activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent is evaluated from the perspective of what a reasonable person would conclude are mutually understandable words or actions. Reasonable reciprocation can establish consent. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to be kissed back. Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, sexual activity should cease within a reasonably immediate time. Silence or the absence of resistance alone should not be interpreted as consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent. Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged misconduct occurred and any similar and previous patterns that may be evidenced.

*Disciplinary sanctions means consequences imposed on a respondent following a determination under Title IX that the respondent violated the District's prohibition on sex discrimination.

*Party means a complainant or respondent.

*Pregnancy or related conditions means:

- (1) Pregnancy, childbirth, termination of pregnancy, or lactation;
- (2) Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
- (3) Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

*Relevant means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in

showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

*Remedies means measures provided, as appropriate, to a complainant or any other person the District identifies as having had their equal access to the District's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the District's education program or activity after a recipient determines that sex discrimination occurred.

*Respondent means a person who is alleged to have violated the District's prohibition on sex discrimination.

*Retaliation means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

*Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

(1) Quid pro quo harassment. An employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

(2) Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

(i) The degree to which the conduct affected the complainant's ability to access the District's education program or activity;

(ii) The type, frequency, and duration of the conduct;

(iii) The parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;

(iv) The location of the conduct and the context in which the conduct occurred; and

(v) Other sex-based harassment in the District's education program or activity; or

(3) Specific offenses.

(i) Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

(ii) Dating violence meaning violence committed by a person: (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) Where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) The length of the relationship; (2) The type of relationship; and (3) The frequency of interaction between the persons involved in the relationship;

(iii) Domestic violence meaning felony or misdemeanor crimes committed by a person who: (A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim; (B) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (C) Shares a child in common with the victim; or (D) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or

(iv) Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress.

*Supportive measures means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to: (1) Restore or preserve that party's access to the recipient's education program or activity, including measures that are designed to protect the safety of the parties or the recipient's educational environment; or (2) Provide support during the recipient's grievance procedures or during an informal resolution process.

III. Grievance Procedures for Complaints of Sex Discrimination

The District has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

The District will treat complainants and respondents equitably. The District presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures. The District will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. Retaliation is prohibited.

Complaints:

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the District investigate and make a determination about alleged discrimination under Title IX:

- A “complainant,” which includes:
 - a student or employee of the District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
 - a person other than a student or employee of the District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the District’s education program or activity; or
 - A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
 - The District’s Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. § 106.44(f)(1)(v).

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any student or employee the District; or
- Any person other than a student or employee who was participating or attempting to participate in the District’s education program or activity at the time of the alleged sex discrimination.
- The District may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances.
- When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

Reports/Complaints of Sex Discrimination, Sex-Based Harassment, and/or Retaliation

A Report provides notice to the District of an allegation or concern about discrimination, harassment, or retaliation and provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures.

A Complaint provides notice to the District that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a Complaint. Reports or Complaints of sex discrimination, sex-based harassment, and/or retaliation may be made by filing a Complaint with, or give verbal notice directly to, the Title IX Coordinator. Such a Complaint may be made at any

time (including during non-business hours) by using the telephone number, email address, or by mail to the office of the Title IX Coordinator listed in this Policy.

Reporting carries no obligation to initiate a Complaint, and in most situations, the District is able to respect a Complainant's request to not initiate the grievance procedures. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where the District may need to initiate the grievance procedures. If a Complainant does not wish to file a Complaint, the District will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of confidentiality by giving notice that allows the District to discuss and/or provide supportive measures, in most circumstances.

False Allegations and Evidence

Deliberately false and/or malicious accusations under this Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a determination of a Policy violation.

Additionally, witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or resolution process can be subject to discipline under appropriate District policies.

Notice/Complaint

Upon receipt of a Complaint, or knowledge of an alleged Policy violation, the Title IX Coordinator will initiate a prompt initial evaluation to determine the District's next steps. The Title IX Coordinator will contact the Complainant/source of the notice to offer supportive measures, provide information regarding resolution options, and determine how they wish to proceed.

Initial Evaluation

The Title IX Coordinator will conduct an initial evaluation typically within seven (7) business days of receiving a Complaint of alleged misconduct. The initial evaluation typically includes:

- Assessing whether the reported conduct may reasonably constitute a violation of the Policy.
 - If the conduct may not reasonably constitute a violation of the Policy, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. It may then be referred to another process, if applicable.
- Determining whether the District has jurisdiction over the reported conduct, as defined in the Policy.
 - If the conduct is not within the District's jurisdiction, the matter is typically dismissed from this process, consistent with the dismissal provision in these

procedures. If applicable, the conduct will be referred to the appropriate District department for resolution.

- Offering and coordinating supportive measures for the Complainant.
- Offering and coordinating supportive measures for the Respondent, as applicable.
- Notifying the Complainant, or the person who reported the allegation(s), of the resolution processes, including a supportive and remedial response, an Informal Resolution option, or the grievance procedures described below.
- Determining whether the Complainant wishes to make a Complaint.
- Notifying the Respondent of the grievance procedures, including a supportive and remedial response, or an Informal Resolution option, if a Complaint is made.

Helping a Complainant to Understand Options

If the Complainant indicates they wish to initiate a Complaint (in a manner that can reasonably be construed as reflecting intent to make a Complaint), the Title IX Coordinator will help to facilitate the Complaint, which will include:

- Working with the Complainant to determine whether the Complainant wishes to pursue one of three resolution options:
 - a supportive and remedial response, and/or
 - Informal Resolution, or
 - the grievance procedures described below.

The Title IX Coordinator will seek to abide by the wishes of the Complainant but may have to take an alternative approach depending on their analysis of the situation.

If the Complainant elects to initiate the grievance procedures below, and the Title IX Coordinator has determined the Policy applies and that the District has jurisdiction, they initiate the grievance procedures, will provide the Parties with a notice of Investigation and allegation(s), and will initiate an investigation consistent with these procedures.

If any Party indicates (either verbally or in writing) that they want to pursue an Informal Resolution option, the Title IX Coordinator will assess whether the matter is suitable for Informal Resolution and refer the matter, accordingly.

If the Complainant indicates (either verbally or in writing) that they do not want any action taken, no Resolution Process will be initiated (unless deemed necessary by the Title IX Coordinator), though the Complainant can elect to initiate one later, if desired.

Title IX Coordinator Authority to Initiate a Complaint

If the Complainant does not wish to file a Complaint, the Title IX Coordinator, who has ultimate discretion as to whether a Complaint is initiated, will offer supportive measures and determine whether to initiate a Complaint themselves. To make this determination, the Title IX Coordinator will evaluate that request to determine if there is a serious and imminent threat to someone's safety or if the District cannot ensure equal access without initiating a Complaint. The

Title IX Coordinator will consider the following non-exhaustive factors to determine whether to file a Complaint:

- The Complainant's request not to proceed with initiation of a Complaint;
- The Complainant's reasonable safety concerns regarding initiation of a Complaint;
- The risk that additional acts of discrimination would occur if a Complaint is not initiated;
- The severity of the alleged discrimination, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the Parties, including whether the Respondent is a District employee;
- The scope of the alleged discrimination, including information suggesting a pattern, ongoing discrimination, or discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a Decision-maker in determining whether discrimination occurred;
- Whether the District could end the alleged discrimination and prevent its recurrence without initiating its resolution process.

If deemed necessary, the Title IX Coordinator may consult with appropriate District employees, and/or conduct a violence risk assessment to aid their determination whether to initiate a Complaint.

When the Title IX Coordinator initiates a Complaint, they do not become the Complainant. The Complainant is the person who experienced the alleged conduct that could constitute a violation of this Policy.

Notice of Allegations:

Upon initiation of the District's Title IX grievance procedures, the District will notify the parties of the following:

- A meaningful summary of all allegations
- The identity of the involved Parties (if known)
- The precise misconduct being alleged
- The date and location of the alleged incident(s) (if known)
- The specific policies/offenses implicated
- A description of, link to, or copy of the applicable procedures and informal resolution procedures
- A statement that the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence
- The name(s) of the Investigator(s), along with a process to identify to the Title IX Coordinator in advance of the interview process, any conflict of interest that the Investigator(s) may have
- A statement that the District presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination

- A statement that determinations of responsibility are made at the conclusion of the grievance procedures, and that the Parties will be given an opportunity during the review and comment period to inspect and review all relevant evidence
- A statement that retaliation is prohibited
- Information about the confidentiality of the process, including that the Parties and their Advisors (if applicable) may not share District work product obtained through the Resolution Process
- A statement that the Parties may have an Advisor of their choice who may accompany them through all steps of the Resolution Process
- A statement informing the Parties that the District's Policy prohibits knowingly making false statements, including knowingly submitting false information during the grievance procedures
- Detail on how a party may request disability accommodations during the grievance procedures
- An instruction to preserve any evidence that is directly related to the allegations
- A statement that Parties who are members of a union are entitled to union representation throughout the process

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the Parties as indicated in official District records, or emailed to the Parties' District-issued email or designated accounts. Once mailed, emailed, and/or received in person, the notification will be presumptively delivered.

If, in the course of an investigation, the District decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the District will notify the parties of the additional allegations.

Timelines

The District will make a good faith effort to complete the grievance procedures within sixty to ninety (60-90) business days, including any appeals, which can be extended as necessary for appropriate cause by the Title IX Coordinator. The Parties will receive regular updates on the progress of the grievance procedures as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take longer, depending on issues such as the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors.

If a party or witness chooses not to participate in the grievance procedures or becomes unresponsive, the District reserves the right to continue it without their participation to ensure a prompt resolution. Non-participatory or unresponsive Parties retain the rights outlined in this Policy and the opportunity to participate in the grievance procedures.

The District may undertake a brief delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement to delay the investigation temporarily, the need for language assistance, the absence of Parties and/or witnesses, and/or health conditions. The District will promptly resume its grievance procedures as soon as feasible. During such a delay, the District will implement and maintain supportive measures for the Parties as deemed appropriate.

District action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

The District will make a good faith effort to complete the grievance procedures as promptly as circumstances permit and will communicate regularly with the Parties to update them on the progress and timing of the process.

Ensuring Impartiality

Any individual materially involved in the administration of the Resolution Process, including the Title IX Coordinator, Investigator(s), and Decision-maker(s), may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s), Decision-maker(s), and Appeal Decision-Maker(s) for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the grievance procedures, the Parties may raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another individual will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the Superintendent.

The grievance procedures involve an objective evaluation of all available relevant and not otherwise impermissible evidence, including evidence that supports that the Respondent engaged in a Policy violation and evidence that supports that the Respondent did not engage in a Policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness. All Parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to receive a written investigation report that accurately summarizes this evidence.

Dismissal of a Complaint:

The District may dismiss a complaint of sex discrimination if:

- The District is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the District's education program or activity and is not employed by District;

- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the District determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- The District determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the District will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the District will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the District will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing. The District will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then the District will also notify the respondent that the dismissal may be appealed.

Dismissals may be appealed on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If the dismissal is appealed, the District will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties of the result of the appeal and the rationale for the result.

When a complaint is dismissed, the District will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and

- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the District’s education program or activity.

Emergency Removal of a Student

The District may emergency remove a student accused of Sex Discrimination or Sex-based Harassment upon receipt of a complaint or notice of an allegations of Sex Discrimination or Sex-based Harassment, or at any time during the resolution process. Prior to an emergency removal, the District will conduct an individualized risk assessment and may remove the student if that assessment determines that an imminent and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies such action. Students accused of other forms of discrimination (not sex) are subject to interim suspension, which can be imposed for safety reasons.

When an emergency removal is imposed, wholly or partially, the affected student will be notified of the action, which will include a written rationale, and the option to challenge the emergency removal within three (3) business days of the notification. Upon receipt of a challenge, the Title IX Coordinator will meet with the student (and their Advisor, if desired) as soon as reasonably possible thereafter to allow them to show cause why the removal/action should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal or interim suspension is appropriate, should be modified, or lifted. When this meeting is not requested within three (3) business days, objections to the emergency removal or interim suspension will be deemed waived. A student can later request a meeting to show why they are no longer an imminent and serious threat because conditions related to imminence or seriousness have changed. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so.

The Respondent may provide information, including expert reports, witness statements, communications, or other documentation for consideration prior to or during the meeting. When applicable, a Complainant may provide information to the Title IX Coordinator for review.

An emergency removal may be affirmed, modified, or lifted as a result of a requested review or as new information becomes available. The Title IX Coordinator will communicate the final decision in writing, typically within three (3) business days of the review meeting.

Placing an Employee on Leave

When the Respondent is an employee accused of misconduct in the course of their employment, the employee may be placed on leave pending the completion of the grievance procedures.

Supportive Measures:

The District will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the District's education program or activity or provide support during the District's Title IX grievance procedures or during the informal resolution process. For complaints of sex-based harassment, these supportive measures may include:

- Referral to counseling, medical, and/or other healthcare services
- Referral to community-based service providers
- Education to the institutional community or community subgroup(s)
- Altering work arrangements for employees
- Safety planning
- Providing campus safety escorts
- Implementing contact limitations (no contact orders) between the Parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Policy.

The Parties are provided with a timely opportunity to seek modification or reversal of the District's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request to do so should be made in writing to the Title IX Coordinator. An impartial employee other than the employee who implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the definition of supportive measures in § 106.2 of the federal Title IX Regulations. The District will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances change materially. The District typically renders decisions on supportive measures within seven (7) business days of receiving a request and provides a written determination to the impacted party(ies) and the Title IX Coordinator.

***Students with Disabilities:** If the Complainant or Respondent is a student with a disability, the Title IX Coordinator shall consult with one or more members of the student's IEP team, or one or more members of the student's 504 team responsible for the student's placement decision to determine how to comply with requirements of IDEA and Section 504 in the implementation of supportive measures.

Advisors

The Parties may each have an Advisor (friend, mentor, family member, attorney, or any other individual a party chooses) present with them for all meetings, interviews, and hearings during the grievance procedures, including intake. The Parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available.

The District fully respects the Weingarten rights of employees, meaning that for Parties who are entitled to union representation, the Recipient will provide notice and allow the unionized employee to have their union representative (if requested by the party) as well as an Advisor of their choice present for all resolution-related meetings and interviews. To uphold the principles of equity, the other party (regardless of union membership) will also be permitted to have two Advisors.

Advisors should help the Parties to prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Advisors may not provide testimony or speak on behalf of their advisee unless given specific permission to do so.

The Parties are expected to ask and respond to questions on their own behalf throughout the grievance procedures. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any grievance procedure meeting or interview. For longer or more involved discussions, the Parties and their Advisors should ask for breaks to allow for private consultation.

Advisors are entitled to the same opportunity as their advisee to access relevant evidence, and/or the same written investigation report that accurately summarizes this evidence.

Advisors are expected to maintain the confidentiality of the records the Recipient shares with them. Advisors may not disclose any Recipient work product or evidence the Recipient obtained solely through the Resolution Process for any purpose not explicitly authorized by Recipient. Advisors are expected to advise their advisees without disrupting proceedings.

Any Advisor who oversteps their role as defined by the Policy, who shares information or evidence in a manner inconsistent with the Policy, or who refuses to comply with the Recipient's established rules of decorum, will be warned. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting/interview may be ended, or other appropriate measures implemented, including the District requiring the party to use a different Advisor or providing a different District-appointed Advisor. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

Investigation Procedures

The District will provide for adequate, reliable, and impartial investigation of complaints. The burden is on the District—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The District will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

Once an investigation is initiated, the Title IX Coordinator appoints an Investigator(s) to conduct it. The Investigator will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The Investigator(s) will only consider evidence that is deemed relevant and not otherwise impermissible.

Relevant evidence is that which may aid in determining whether the allegation occurred, or whether the behavior constitutes a violation of Policy.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the District to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the District obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Previous disciplinary action of any kind involving the Respondent may not be considered unless there is an allegation of a pattern of misconduct. Such information may also be considered in determining an appropriate sanction upon a determination of responsibility. Barring a pattern allegation, this information is only considered at the sanction stage of the process and is not shared until then.

Within the limitations stated above, the investigation and determination can consider character evidence, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

Employees (not including Complainant and Respondent) are required to cooperate with and participate in the District's investigation and Resolution Process. Student witnesses and witnesses from outside the District community cannot be required to participate but are encouraged to cooperate with District investigations and to share what they know about a Complaint.

Interviews may be conducted in person, via online video platforms (e.g., Zoom, Microsoft Teams, FaceTime, WebEx, etc.), or, in limited circumstances, by telephone. The District will take appropriate steps to ensure the security/privacy of remote interviews.

Parties and witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred.

The District will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

The District will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- The District will provide the parties with an accurate description of the evidence.
- The District will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party
- The District will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
- The District will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

All investigations are adequate, thorough, reliable, impartial, prompt, and fair. They involve interviews with all relevant Parties and witnesses, obtaining relevant evidence, and identifying sources of expert information, as necessary.

The Investigator(s) typically take(s) the following steps, if not already completed and not necessarily in this order:

- Determine the identity and contact information of the Complainant.
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all specific policies implicated.
- Assist the Title IX Coordinator, if needed, with conducting a prompt initial evaluation to determine if the allegations indicate a potential Policy violation.
- Work with the Title IX Coordinator, as necessary, to prepare the initial notice of investigation and allegations. The initial notice of investigation and allegations may be amended with any additional or dismissed allegations.
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the Parties and witnesses.

- When participation of a party is expected, provide that party with written notification of the date, time, and location of the meeting, as well as the expected participants and purpose.
- Make good faith efforts to notify each party of any meeting or interview involving another party, in advance when possible.
- Interview the Complainant and the Respondent and conduct follow-up interviews with each, as necessary.
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
- Allow each party the opportunity to suggest witnesses and provide relevant evidence.
- Where possible, complete the investigation promptly and without unreasonable deviation from the intended timeline.
- Write a draft investigation report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation, and party and witness interviews, and provides all relevant evidence.
- Provide the Parties and their respective Advisors an electronic copy of the draft investigation report as well as an opportunity to inspect and review all relevant evidence obtained as part of the investigation for a review and comment period of ten (10) business days so that each party may meaningfully respond to the evidence. The Parties may elect to waive all or part of the review period.

It is standard practice for Investigators to create record of all interviews pertaining to the grievance procedures (other than Informal Resolution meetings). The Parties may review copies of their own interviews, upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings. If an Investigator(s) elects to audio and/or video record interviews, all involved individuals should be made aware of audio and/or video recording.

Decision-Making Procedures

Decision-maker's Evaluation of the Evidence

- The Decision-maker will review the Final Investigative Report, all appendices, and the investigation file.
- If the record is incomplete, the Decision-maker may direct a re-opening of the investigation, or may direct or conduct any additional inquiry necessary, including informally meeting with the Parties or any witnesses, if needed.
- Upon reviewing the relevant evidence, the Decision-maker may also choose to pose additional questions:
 - To the extent credibility is in dispute and relevant to one or more of the allegations, the Decision-maker may meet individually with the Parties and witnesses to question them in order to assess their credibility. These meetings will be recorded and shared with the Parties.
 - At the Decision-maker's discretion, the Decision-maker may also meet with any party or witness to ask additional relevant questions that will aid the Decision-maker in making their findings. These meetings will be recorded and shared with the Parties.

- If it is later determined that a party or witness intentionally provided false or misleading information, that action could be grounds for re-opening the grievance procedures at any time, and/or referring that information to another process for resolution.

Determination Whether Sex Discrimination Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence:

- The Decision-maker will apply the preponderance of the evidence standard to make a determination on each of the allegations and, if applicable, a recommendation for sanctions and/or remedies.
- The Decision-maker's determination process typically takes approximately ten (10) business days, but this timeframe can vary based on a number of factors and variables, The Parties will be notified of any delays.
- The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness.
- If the Decision-maker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.
- The Decision-maker will notify the Parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- The Decision-maker will not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:
 - Coordinate the provision and implementation of remedies to a complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by sex discrimination;
 - Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
 - Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the District's education program or activity.
 - Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
 - Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Withdrawal or Resignation Before Complaint Resolution

Students

Should a student respondent decide not to participate in the grievance procedures, the process proceeds absent their participation to a reasonable resolution. If a student respondent withdraws from the District, the grievance procedures may continue, or the Title IX Coordinator may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, the District will still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

Regardless of whether the Complaint is dismissed or pursued to completion of the Resolution Process, the District will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

When a student respondent withdraws or leaves while the process is pending, the student may not return to the District in any capacity until the Complaint is resolved and any sanctions imposed are satisfied. If the student indicates they will not return, the District has discretion to dismiss the Complaint.

Employees

Should an employee respondent decide not to participate in the grievance procedures, the process proceeds absent their participation to a reasonable resolution. If an employee Respondent withdraws from the District with unresolved allegations pending, the Resolution Process may continue, or the Title IX Coordinator may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, the District may still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

When an employee resigns and the Complaint is dismissed, the employee may not return to the District in any capacity. Human resources will be notified, accordingly, and a note will be placed in the employee's file that they resigned with allegations pending and are not eligible for rehire with the District. The records retained by the Title IX Coordinator will reflect that status.

Disciplinary Sanctions and Remedies

Following a determination that sex-based harassment or sex discrimination has occurred, the District may impose disciplinary sanctions. The factors considered by the Decision-maker when determining sanctions and responsive actions may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the Parties
- Any other information deemed relevant by the Decision-maker(s)

Sanctions

Sanctions will be implemented as soon as it is feasible once a determination is final. Sanctions described in this Policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed, by external authorities.

Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:

- *Reprimand*: A formal statement that the conduct was unacceptable and a warning that further violation of any District Policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling*: A mandate to meet with and engage in either District-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Restrictions*: A student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or from holding leadership in student organizations.
- *Probation*: An official sanction for violation of institutional Policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional Policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension*: Separation from the institution, or one or more of its facilities, for a definite period of time after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension, on successfully applying for readmission, or upon a general condition that the student is eligible to return if the institution determines it is appropriate to re-enroll/readmit the student. The student is typically required to vacate

institutional property within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Title IX Coordinator or other appropriate official. During an institution-wide suspension, the student is banned from institutional property, functions, events, and activities unless they receive prior written approval from an appropriate institutional official. This sanction may be enforced with a trespass action, as necessary. This sanction may be noted as a Disciplinary Suspension on the student's official academic transcript.

- *Expulsion*: Permanent separation from the institution. The student is banned from institutional property, and the student's presence at any institution-sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary. This sanction may be noted as Disciplinary Expulsion on the student's official academic transcript.
- *Other Actions*: In addition to, or in place of, the above sanctions, the District may assign any other sanctions as deemed appropriate.

Employee Sanctions/Responsive/Corrective Actions

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation in violation of this Policy may include:

- *Verbal or Written Warning*
- *Performance Improvement Plan/Management Process*
- *Enhanced Supervision, Observation, or Review*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Denial of Pay Increase/Pay Grade*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Transfer*
- *Shift or schedule adjustments*
- *Reassignment*
- *Assignment to New Supervisor*
- *Suspension/Administrative Leave with Pay*
- *Suspension/Administrative Leave without Pay*
- *Termination*
- *Other Actions*: In addition to or in place of the above sanctions/responsive actions, the District may assign any other responsive actions as deemed appropriate.

Remedies

Following the conclusion of the grievance procedures, and in addition to any sanctions implemented or Informal Resolution terms, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the Parties and/or the District community that are intended to stop the discrimination, harassment, and/or retaliation, remedy the effects, and prevent recurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Education to the individual and/or the community
- Permanent alteration of work arrangements for employees
- Climate surveys
- Policy modification and/or training
- Implementation of long-term contact limitations between the Parties
- Implementation of adjustments to academic deadlines, class schedules, etc.

At the discretion of the Title IX Coordinator certain long-term supportive measures may also be provided to the Parties even if no Policy violation is found.

When no Policy violation is found, the Title IX Coordinator will address any remedies the District owes the Respondent to ensure no effective denial of educational access.

The District will maintain the confidentiality of any long-term remedies/actions/measures, provided confidentiality does not impair the District's ability to provide these services.

Failure to Comply with Sanctions, Responsive Actions, and/or Informal Resolution Terms

All Respondents are expected to comply with the assigned sanctions, responsive actions, corrective actions, and/or Informal Resolution terms within the timeframe specified by the final Decision-maker(s), including the Appeal Decision-maker or the Informal Resolution agreement.

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the District.

Supervisors are expected to enforce the completion of sanctions/responsive actions for their employees.

A suspension imposed for non-compliance with sanctions will only be lifted when compliance is achieved to the Title IX Coordinator's satisfaction.

Appeal of Determination

The District offers the following process for appeals from a determination whether sex discrimination occurred:

An Appeal Decision-maker will be assigned by the Title IX Coordinator. No Appeal Decision-maker(s) will have been previously involved in the Resolution Process for the Complaint, including in any supportive measure or dismissal appeal that may have been heard earlier in the process.

Appeals are limited to the following grounds:

- 1) A procedural irregularity that would change the outcome
- 2) New evidence that would change the outcome and that was not reasonably available at the time the determination regarding responsibility or dismissal was made; and/or
- 3) The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that would change the outcome.

Any party may submit a written request for appeal (“Request for Appeal”) to the Title IX Coordinator within five (5) business days of the delivery of the written decision by the Decision-maker.

If the Request for Appeal does not provide information that meets the grounds in this Policy, the request will be denied, and the Parties and their Advisors will be simultaneously notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Decision-maker will provide both parties with the Request for Appeal, and will be notified that they have five (5) business days to submit a written response to the appeal.

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds.

All decisions apply the preponderance of the evidence standard.

An appeal may be granted or denied. Appeals that are granted should normally be remanded (or partially remanded) to the original Investigator(s) and/or Decision-maker with corrective instructions for reconsideration. In rare circumstances where an error cannot be cured by the original Investigator(s) and/or Decision-maker or the Title IX Coordinator (as in cases of bias), the Appeal Decision-maker may order a new investigation and/or a new determination with different individuals serving as Investigator and Decision-maker.

The Appeal decision letter will be sent to all Parties simultaneously, or without significant time delay between notifications. The Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanction(s) that may result which the District is permitted to share according to federal or Delaware law, and the

rationale supporting the essential findings to the extent the District is permitted to share under federal or Delaware law.

Written notification may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the Parties as indicated in official institutional records, or emailed to the Parties' District-issued email or otherwise approved account. Once mailed, emailed, and/or received in person, the Appeal decision will be presumptively delivered.

Once an appeal is decided, the outcome is final and constitutes the Final Determination; further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new determination). When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures.

If a remand results in a new determination that is different from the appealed determination, that new determination can be appealed, once, on any of the three available appeal grounds.

Informal Resolution:

In lieu of resolving a complaint through the District's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. The District does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

Resolution proceedings are confidential. All individuals present at any time during the Resolution Process are expected to maintain the confidentiality of the proceedings in accordance with this Policy.

To initiate Informal Resolution, a Complainant or Respondent may make such a request to the Title IX Coordinator at any time prior to a final determination, or the Title IX Coordinator may offer the option to the Parties, in writing. The District will obtain voluntary, written confirmation that all Parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the Parties to participate in Informal Resolution.

Before initiation of an Informal Resolution process, the District will provide the Parties with a notice that explains:

- The allegations;
- The requirements of the Informal Resolution process;
- That, prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and to initiate or resume the District's grievance procedures;

- That the Parties' agreement to a resolution at the conclusion of the Informal Resolution process will preclude the Parties from initiating or resuming the resolution process arising from the same allegations;
- The potential terms that may be requested or offered in an Informal Resolution agreement, including notification that an Informal Resolution agreement is binding only on the Parties; and
- What information the District will maintain, and whether and how it could disclose such information for use in its Resolution Process.

The following are types of Informal Resolution that may be offered:

- 1) **Supportive Resolution.** When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) designed to remedy the situation.
- 2) **Educational Conversation.** When the Title IX Coordinator can resolve the matter informally by having a conversation with the Respondent to discuss the Complainant's concerns and District expectations or can accompany the Complainant in their desire to confront the conduct.
- 3) **Accepted Responsibility.** When the Respondent is willing to accept responsibility for violating Policy and is willing to agree to actions that will be enforced similarly to sanctions, and the Complainant(s) and the District are agreeable to the resolution terms.
- 4) **Alternative Resolution.** When the Parties agree to resolve the matter through an alternative resolution mechanism (which could include, but is not limited to, mediation, shuttle negotiation, restorative practices, facilitated dialogue, etc.), as described below.

The individual facilitating an Informal Resolution must be trained and cannot be the Investigator, Decision-maker, or Appeal Decision-maker.

Any party participating in Informal Resolution can withdraw from the Informal Resolution Process at any time and initiate or resume the grievance procedures.

The Parties may agree, as a condition of engaging in Informal Resolution, on what statements made or evidence shared during the Informal Resolution process will not be considered in the grievance procedures should Informal Resolution not be successful, unless agreed to by all Parties.

If an investigation is already underway, the Title IX Coordinator has discretion to determine if an investigation will be paused, if it will be limited, or if it will continue during the Informal Resolution process.

The Title IX Coordinator maintains records of any resolution that is reached and will provide notification to the Parties of what information is maintained. Failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (e.g., dissolution of the Agreement and resumption of the grievance procedures, referral to the conduct process for failure to comply, application of the enforcement terms of the Agreement, etc.). The results of Complaints resolved by alternative resolution are not appealable.

If an Informal Resolution option is not available or selected, the District will initiate or continue an investigation and subsequent Resolution Process to determine whether the Policy has been violated.

Recordkeeping

For a period of at least seven (7) years following the conclusion of the grievance procedures, the District will maintain records of:

- 1) Each discrimination, harassment, and retaliation resolution process, including any Final Determination regarding responsibility or appeal, and any audio or audiovisual recording or transcript required under federal regulation;
- 2) Any disciplinary sanctions imposed on the Respondent;
- 3) Any supportive measures provided to the Parties and any remedies provided to the Complainant or the community designed to restore or preserve equal access to the District's education program or activity;
- 4) Any appeal and the result therefrom;
- 5) Any Informal Resolution and the result therefrom;
- 6) All materials used to provide training to Title IX Coordinator and designees, Investigators, Decision-makers, Appeal Decision-makers, Informal Resolution Facilitator, and any person who is responsible for implementing the District's grievance procedures, or who has the authority to modify or terminate supportive measures. The District will make these training materials available for review upon request.
- 7) All materials used to train all employees consistent with the requirements in the Title IX Regulations.

The District will also maintain any and all records in accordance with Delaware and federal laws.

Accommodations and Support During the Resolution Process

Disability Accommodations

The District is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the District's grievance procedures.

Anyone needing such accommodations or support should contact the Title IX Coordinator, who will work with disability support colleagues as appropriate to review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full process participation.

Other Support

The District will also address reasonable requests for support for the Parties and witnesses, including:

- Language services/Interpreters
- Access and training regarding use of technology throughout the grievance procedures
- Other support as deemed reasonable and necessary to facilitate participation in the grievance procedures

Adopted: February 2024

Revised: August 2024

STAFF INVOLVEMENT IN DECISION MAKING

The Caesar Rodney School District promotes involving the efforts of many stakeholders in decision making. The District functions best when all personnel are informed of the organization's major activities and concerns.

The District's goal is to maintain a continuous exchange of ideas and pertinent information. Morale is enhanced when each employee is assured that his/her voice is willingly heard by those in positions of administrative authority. A pattern of decision making and problem solving close to the task contributes to efficiency and high morale.

Each employee in the District has the opportunity to have his/her ideas considered. It is expected that he/she will proceed through the recognized administrative channels.

Each building administrator will maintain channels for conferring with both professional and support staff in establishing building policies and regulations.

Adopted: April 20, 1999

BOARD COMMUNICATION WITH STAFF

The Caesar Rodney School District Board of Education desires to maintain open channels of communication with the staff. The basic line of communication will be through the Superintendent.

Staff Communication to the Board

All communications or reports to the Board from principals, supervisors, teachers, or other staff members shall be submitted through the Superintendent. This procedure should not be construed as denying the right of any employee to appeal administrative decisions to the Board. Appeals will be processed through the Superintendent in accordance with the Board's policy on complaints and grievances.

Board Communications to Staff

All official communications, policies, and directives from the Board will be communicated to staff members through the Superintendent. The Superintendent will keep the staff informed of the Board's actions.

Visits to Schools

Individual Board members interested in visiting schools or classrooms should make arrangements for visitations through the principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs. Official visits by the Board members will be carried on only under Board of Education authorization and with the full knowledge of staff, including the Superintendent, principals, and other supervisors.

Privileged and/or Confidential Information

Although Board members and staff frequently interact at social affairs and other functions which allow dialogue related to educational issues, discussions of personalities or personnel issues by either party are considered inappropriate.

Current practice codified 1994

Revised: 1999

Adopted: April 20, 1999

STAFF RESPONSIBILITIES

It is essential that all employees of the Caesar Rodney School District understand that their primary responsibility is the education of our students.

All staff members are expected to carry out their assigned responsibilities with conscientious concern. The following required responsibilities are essential to the success of ongoing school operations and the instructional program:

- Consistent and punctual attendance on a daily basis.
- Support and/or enforcement of the District's Mission, Long-Range Goals, Key Priorities, policies and regulations.
- Diligence in submitting required reports at the times specified.
- Care and protection of school property.
- Concern and attention toward their own and the Board's legal responsibility for the safety and welfare of students, including the need to assure that students are under supervision at all times.

In their association with students, all school employees will be positive examples as part of the education process. Their manner, dress, courtesy, industry, and attitudes establish models that affect the development of young people. The Board expects staff to be exemplary models and provide outstanding instruction and services to all students.

Current practice codified 1998

Adopted: April 20, 1999

STAFF ETHICS/CONFLICT OF INTEREST

Employees of the Caesar Rodney School District will not engage in any activity that conflicts, or raises a question of conflict, with their responsibilities in the District. More specifically, employees will not:

- Use institutional privileges for private gain.
- Solicit or receive compensation, other than that allowed by law, for performance of their duties. This precludes, among other things, acceptance of any gratuities, gifts, or favors that might impair or appear to impair professional judgment.
- Knowingly authorize or employ the authority or influence of their positions to secure authorization of any public contract in which they or their family members have an interest.
- Offer any favor, service, or thing of value to obtain special advantage.
- Permit commercial exploitation of their professional positions.
- Engage in selling any, but not limited to, the following merchandise or services for personal profit to students or parents within the geographic boundaries of the District: instructional supplies and equipment, reference books, or educational tours without the Superintendent's approval.
- Furnish lists of students, parents, or staff members to anyone selling such materials or services.
- Engage in any private proprietary activity during work hours in the District.
- Use any time granted for leave or workshop attendance for any purpose other than that for which it is intended.

Nepotism

In order that there be no conflict of interest among employees, at no time should an administrator be assigned to the same physical facility or be directly responsible for the hiring, supervising or terminating of any employee immediately related to him/her.

Conflict of Interest

For the purpose of this policy, a conflict of interest is deemed to exist whenever a member of the staff:

- Has an interest, by way of ownership or employment, in any firm or company doing business with the District.
- Has a relationship by way of consanguinity or marriage to an owner, officer, employee and/or consultant of a corporation or firm doing business with the District.
- Uses his/her position to foster interests that differ or are in conflict with those of the District.

Whenever any of the above-described situations occur, the party affected must immediately file a written disclosure with the Superintendent setting forth the nature of the conflict.

Whenever a member of the staff has filed such a disclosure, he/she must obtain written approval from the Superintendent in order to function as staff on any and all projects involving that business relationship. Should any staff member fail to file such disclosure, he/she subjects himself/herself to any sanction imposed, including termination of employment.

Adopted: January 18, 2000

CROSS REFS.: DJG, Vendor Relations

Caesar Rodney School District, Wyoming, Delaware

STAFF CONDUCT

The Caesar Rodney School District Board of Education believes that one of the best methods of instruction is that of setting a good example.

The Board expects that staff will strive to set the kind of example for students that will serve them well in their own conduct and behavior which will contribute toward an appropriate school atmosphere.

To that end, in dress, conduct, and interpersonal relationships, all staff should recognize that they are being continuously observed by students and that their actions and demeanor will be reflected in the conduct of students.

The personal life of an employee will not be the concern of the District unless it prevents the employee from effectively and positively performing assigned functions during work hours, or if some aspect of it violates some aspect of local, state, or federal laws.

Immoral, unethical or illegal conduct on the part of any employee will constitute grounds for disciplinary action, up to and including termination. No employee will commit or attempt to induce students or others to commit an act or acts of immoral, unethical, illegal conduct, which may be harmful to others or bring discredit to the District.

Adopted: April 20, 1999

STAFF DRESS CODE

The Caesar Rodney School District Board of Education recognizes that staff members are role models for students. The Board recognizes the positive impact staff members have on students as they lead by example. To this end, it is expected that staff members dress modestly and appropriately while maintaining high standards of personal grooming.

In light of the nature of dealing with young, formative persons in the school setting, discretion and common sense calls for an avoidance of any extreme which would interfere with the normal educational process. As role models, staff members should always be conscious of how their dress and grooming effect individual students.

Adopted: April 20, 1999

STAFF CONDUCT WITH STUDENTS

The Caesar Rodney School District Board of Education expects the relationship between staff members to be one of cooperation, understanding, and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate students to perform to the best of their abilities. Staff members are expected to extend to students the same respect and courtesy which they have the right to expect.

Although it is desired that staff members have a sincere interest in students as individuals, partiality must be avoided, and teacher-student relationships must be kept within the bounds of acceptable conduct and interaction. Excessive informal and social involvement with individual students gives rise to charges of partiality and unacceptable personal involvement. Such relationships are not compatible with professional ethics.

To this end, staff members are expected to use good judgment in their relationships with students both within and outside of the school environment. Staff conduct should include:

- Taking care to avoid making deprecatory comments to any student regarding the school and its staff.
- Not exchanging gifts with a student that would lead others to believe that there is more than a professional relationship between the staff member and student.
- Not hosting or participating in student social activities, except those scheduled as part of the school program.
- Refraining from any manner of speech or conduct that can be construed as derogatory, demeaning, offensive or harassing.

In recognition of the fact that sexual harassment (verbal or physical) may create a psychologically harmful atmosphere, inhibit performance, undermine the integrity of staff-student relationships, and constitute a form of illegal gender discrimination, the Board prohibits all forms of sexual harassment. Incidents of sexual harassment should be reported to appropriate administrative or supervisory personnel.

Adopted: April 20, 1999

Revised: February 20, 2024

CROSS REFS.: GBAA, Sexual Harassment

GIFTS TO AND SOLICITATIONS BY STAFF

Caesar Rodney School District staff members are expected not to accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities.

Staff members must not have a personal financial interest, a business interest, or any other obligation that in any way creates a substantial conflict with the proper discharge of assigned duties and responsibilities or that creates a conflict with the best interest of the District.

A staff member who believes he or she has or may have a conflict of interest is expected to disclose the interest to the Superintendent who will take whatever action is required to assure that the best interest of the District is protected.

Endorsements

Staff members are not to recommend, endorse, or require students to purchase any product, material, or service in which they have a financial interest. Staff members are not to recommend or require students to purchase a specific brand of school supplies if there are other brands that are equal and suitable for the intended instructional purpose.

Sales

Staff members are not to use their positions with the District to obtain audiences for the purpose of attempting to sell products or services.

Gifts

The Board of Education understands that, from time to time, students and staff show their appreciation by the giving of gifts. However, staff members and students should use good judgment in the exchange of gifts with both students and other staff members. The acceptance of tokens of appreciation is not to be considered a violation of this policy. Staff members accepting tokens of appreciation are responsible for exercising caution and discretion in this regard.

Adopted: April 20, 1999

CROSS REFS.: GBEB, Staff Conduct
 GBEBB, Staff Conduct With Students

1st Reading: September 18, 2018

2nd Reading: October 23, 2018

3rd Reading: November 20, 2018

Approved: November 20, 2018

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Caesar Rodney School District, Wyoming, Delaware

SOCIAL NETWORKING

Social Networking Guidelines and Employee Responsibilities:

- Professional social media communication must be in compliance with existing Caesar Rodney School Board of Education policies and applicable laws, including, but not limited to, prohibitions on the disclosure of confidential information and prohibitions on the use of harassing, obscene, discriminatory, defamatory or threatening language.
- If images of students are to be posted online there must be a Caesar Rodney School District Media Permission Form on file at the school for each child featured.
- Students who participate in professional social media sites are not to be permitted to post photographs or videos featuring other students without the approval of the employee responsible for the site.
- Employees may not post photos of other employees on professional social media sites without prior permission of the photographed employee.
- The District (i.e., superintendent, principal/designee, director of support services/designee, or director of instruction/designee, or director of student services/designee) reserve the right to remove postings and/or disable a page, of professional social media sites that do not adhere to the law or Caesar Rodney School Board of Education policies or do not reasonably align with these Guidelines.

Approval Process:

- Employees must obtain their principal's approval prior to creating a professional social media website (i.e. class blog or class website).
- Once approved by the building level principals, request should be submitted to the superintendent or designee for final approval.

1st Reading: September 18, 2018

2nd Reading: October 23, 2018

3rd Reading: November 20, 2018

Approved: November 20, 2018

DRUG-FREE WORKPLACE

The Caesar Rodney School District provides a drug-free workplace in accordance with the Federal Drug-Free Workplace Act of 1988 and its implementing regulations. The District's goal is to prevent the illicit use of controlled substances and alcohol by the employees of the District.

The unlawful manufacture, distribution, dispensing, use, or possession, or being under the influence of controlled substances and/or alcohol by any employee during the work day, at any school activity or while in the performance of their employment by the District, wherever located, including when carrying out any Federal grant activity, is absolutely prohibited. Violation of this policy by any employee will be cause for disciplinary action, as outlined in the accompanying regulations, up to and including termination of employment and referral for prosecution. Observation of this policy is mandatory. In appropriate circumstances, disciplinary action may include completion of a mutually agreeable drug-abuse assistance or rehabilitation program at the employee's expense; however, any applicable insurance benefits will be applied.

For purposes of this policy and related regulations, controlled substances are defined as any substances that have a profound and rapid mood-altering or intoxicating effect on the central nervous system and includes those substances that are illegal as defined by state and Federal laws, legal for adults but statutorily prohibited for those under age 21 (such as alcohol), legal by physician's prescription only but obtained and/or used in non-prescribed ways, or any substances presented as or believed by the employee to be any such controlled substance.

All violations of the above policy shall be reported to the Superintendent, who shall report the violation to the appropriate police authority. Personnel action shall be taken in all cases of a chargeable offense under 16 Delaware Code, Chapter 47 or comparable federal law; however, a conviction for the charged offense shall not be necessary to take personnel action against the employee for a violation of the policy. The employee against whom such a personnel action is taken shall be entitled to due process pursuant to 29 Delaware Code, Chapter 101 and the rules and regulations of the State Board of Education.

Nothing in this policy shall preclude the Board from taking concurrent and/or independent personnel action against the employee under 14 Delaware Code, Section 121(5) for immorality, misconduct in office, incompetency, or willful neglect of duty.

All employees shall notify the Superintendent in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction. Failure of the employee to make such a notification shall lead to discipline in keeping with the schedule outlined in the accompanying regulation.

The District will provide all employees with a copy of the District Drug-Free Workplace Policy.

Adopted: April 1999

Caesar Rodney School District, Wyoming, Delaware

DRUG-FREE WORKPLACE

Caesar Rodney School District employees who violate the District's Drug-Free Workplace Policy shall be subject, as a minimum, to the following penalties:

<u>Violation</u>	<u>Minimum Penalty</u>
1. First incident of possession, use, being under the influence of alcohol or dispensing alcohol to adults.	Five days suspension without pay and/or participation in a mutually agreeable alcohol abuse program at the employee's expense.
2. First offense of distribution of alcohol, dispensing alcohol to minors, or manufacture, possession, use, distribution dispensing or being under the influence of a controlled substance.	Termination.
3. Second offense of possession, use, being under the influence of alcohol or dispensing alcohol to adults.	Termination.

TOBACCO AND TOBACCO SUBSTITUTE USE BY STAFF MEMBERS

The Board of Education of the Caesar Rodney School District recognizes that the use of tobacco and tobacco substitutes are harmful. The scientific research regarding use of tobacco and the impact of passive smoke as well as many unknown effects of chemical tobacco substitutes must be considered with respect to the environment of the school buildings and grounds. Therefore, it shall be the policy of Caesar Rodney School District that possessing, using, dispensing, or selling tobacco or tobacco substitutes in school buildings, on school grounds, or on school buses is prohibited. All District buildings and grounds shall be smoke and tobacco free at all times. This applies to any property the District may own, lease or rent.

Adopted: April 20, 1999

Revised: December 2005

Revised: May 19, 2015

CROSS REFS.: GBED, Tobacco use by Staff Members
 JICG, Tobacco use by Students

LEGAL REFS.: DelCode, HB241

Acceptable Use Policy for District Staff

Introduction

The Caesar Rodney School District recognizes that access to technology in school gives staff greater opportunities to assist students in learning, engaging, communicating, and developing skills that will prepare them for work, life, and citizenship. We are committed to providing staff access to technology that will help students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use. For the purposes of this Acceptable Use Policy users are defined as all district staff.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when granted permission to use personally-owned devices on any school campus within the district.

- The Caesar Rodney School District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Caesar Rodney School District makes a reasonable effort to ensure users' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert the IT Department immediately of any concerns for safety or security.

Technologies Covered

The Caesar Rodney School District may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, and email.

As new technologies emerge, the Departments of IT and Instruction will collaborate to incorporate use of these technologies throughout the district. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

The Caesar Rodney School District provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert the IT Department.

Email

The Caesar Rodney School District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If assigned an email account, district users should attempt to send and receive mail as securely as possible. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or IT policy.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, the Caesar Rodney School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

The Caesar Rodney School District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the user. Users should report any loss, damage, or malfunction to the IT Department immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Users should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) secure during school hours—unless district or school Bring Your Own Device (BYOD) policies permit their use for educational purposes or in the event of an emergency.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without the expressed permission from the IT Department. In some cases, a separate network may be provided for personally-owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If a user believes a computer or mobile device may be infected with a virus, please alert the IT Department immediately. Do not attempt to remove the virus or download any programs to help remove the virus.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is viewable for all audiences—and can sometimes be shared and spread in ways you never intended.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the telephone or Internet. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

If a user sees a message, comment, image, or anything else online that causes concern for personal safety, bring it to the attention of an administrator immediately.

Cyberbullying

(Refer to Caesar Rodney School District Bully Prevention and Cyber Bullying Policy: JICDB)

Cyberbullying will not be tolerated. Engaging in this behavior, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that user activities are monitored and retained.

Limitation of Liability

The Caesar Rodney School District will not be responsible for damage or harm to persons, files, data, or hardware.

While the Caesar Rodney School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, the District makes no guarantees as to their effectiveness.

The Caesar Rodney School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

Staff:

- Suspension of network, technology, or computer privileges
- Disciplinary Action up to and including termination
- Legal action and/or prosecution

I have read and understand this Acceptable Use Policy and agree to abide by it:

(User Printed Name)

(User Signature)

(Date)

STAFF WELFARE/PROTECTION

The Caesar Rodney School District Board of Education intends to maintain a safe and healthy environment by maintaining a strong awareness of safety and health related issues and by encouraging a positive attitude towards health and safety among all staff, students and visitors to our schools.

The Board, therefore, resolves to:

- Encourage employees to think about, practice, and feel a personal responsibility for safety.
- Adhere to or exceed requirements of the Occupational Safety and Health Act and the Right-To-Know law.
- Attempt to prevent personal injuries and property loss by incorporating safety practices into all organizational activities.

Adopted: April 20, 1999

STAFF HEALTH

The Caesar Rodney School District Board of Education requires a medical examination for initial employment and upon discovery that a medical condition may adversely affects an employee's job performance. If the results of the examination confirm an adverse medical condition, appropriate administrative action will be taken. Such an action will be based upon the nature of the impairment and the nature of the employee's assignment.

An employee with a chronic communicable disease may be reassigned to a position that limits student/employee contact or may be placed on medical leave if medical judgments substantiate that such an employee poses a significant health threat to students and/or other employees. The Board reserves the right to terminate an employee who is unable to return to work at the conclusion of the medical leave period.

A chronic communicable disease will be defined as a persistent or recurring infection that may be transmitted to a susceptible person by contact with an infected individual. This policy does not apply to acute infectious diseases of childhood such as measles, mumps, and chicken pox. A few diseases it does include are AIDS, CMV (cytomegalo virus), Tuberculosis and Hepatitis B. The National Center for Disease Control will be the definitive authority on the identification and transmission of chronic communicable diseases.

The Superintendent will be responsible for assuring that procedural safeguards are used when determining the employment status of employees with chronic communicable diseases.

LEGAL REFS.: American Disability Act, 42 U.S.C. Chapter 12112 C.3,A,B,C.4A,B

Adopted: April 20, 1999

Caesar Rodney School District, Wyoming, Delaware

STAFF PERSONAL SECURITY AND SAFETY

The Caesar Rodney School District Board of Education is committed to providing a safe working environment for all staff. Any employee who suffers from or is threatened with harm shall promptly inform his or her immediate administrative supervisor and follow up with a written account of the situation as soon as possible. For the purposes of this policy, harm shall be defined to include offensive touching, assault, and psychological abuse or harassment. Upon being notified, supervisors are expected to follow the procedures listed in the accompanying regulations for this policy.

Adopted: April 20, 1999

CROSS REFS.: GBAA, Sexual Harassment

STAFF PERSONAL SECURITY AND SAFETY

The Caesar Rodney School District will be vigorous in protecting its employees from offensive touching, assault, and psychological abuse and/or harassment.

Whenever a supervisor is made aware that an employee has suffered from or been threatened with harm in any of the above listed forms, that supervisor will follow the procedures outlined below for each specific form of harm. It is **imperative** that investigations into and action on such matters take place **immediately** and receive **top priority**.

If an employee of the District is subjected to:

I. Offensive Touching

A. By a Student of Caesar Rodney Schools:

1. The employee will, as quickly as possible, notify his or her immediate administrative supervisor of the offensive touching incident and the identity of the student or students involved.
2. The principal will immediately notify the Superintendent of the incident by phone.
3. The principal will immediately notify the appropriate law enforcement agency.
4. The principal will investigate the incident, ascertain the facts, and deliver a written account of his/her findings to the Superintendent as soon as possible.
5. The principal will immediately suspend the student or students who participated in the offensive touching of the District employee and notify the student's parents or guardians.
6. The principal will complete and submit the appropriate report to the Department of Education.

B. By a Person under 18 years of age who is not a Student of Caesar Rodney Schools:

1. The employee will, as quickly as possible, notify his or her immediate administrative supervisor of the offensive touching incident.
2. The principal will immediately notify the Superintendent of the incident by phone.
3. The principal will immediately notify the appropriate law enforcement agency.
4. The principal will investigate the incident, ascertain the facts, including the identity of the person, and deliver a written account of his/her findings to the Superintendent as soon as possible.
5. If the person is identified as a student from another school, the principal will notify that student's school principal of the incident.

- C. By an Adult Person:
 - 1. The employee will, as quickly as possible, notify his or her immediate administrative supervisor of the offensive touching incident.
 - 2. The principal will immediately notify the Superintendent of the incident by phone.
 - 3. If it is felt to be appropriate at the time, the principal will contact the appropriate law enforcement officials.
 - 4. The principal will investigate the incident, ascertain the facts, including the identity of the adult, and deliver a written account of his/her findings to the Superintendent as soon as possible.
 - 5. The Superintendent will submit a report to the Board of Education.

II. Assault

- A. By a Student of Caesar Rodney Schools:
 - 1. The employee will, as quickly as possible, notify his or her immediate administrative supervisor of the assault and the identity of the student or students involved.
 - 2. The principal will immediately notify the Superintendent of the incident by phone.
 - 3. The principal will immediately notify the appropriate law enforcement agency.
 - 4. The principal will investigate the incident, ascertain the facts, and deliver a written account of his/her findings to the Superintendent as soon as possible.
 - 5. The principal will suspend the student or students who participated in the assault of the District employee and notify the student's parents or guardians.
 - 6. The principal will complete and submit the appropriate report to the Department of Education.
 - 7. The Superintendent will review the matter and report on the assault to the Board of Education.
 - 8. The student will appear before the Superintendent for a hearing to determine, if, when and under what conditions the student may return to school.
- B. By a Person under 18 years of age who is not a Student of Caesar Rodney Schools:
 - 1. The employee will, as quickly as possible, notify his or her immediate administrative supervisor of the assault.
 - 2. The principal will immediately notify the Superintendent of the incident by phone.
 - 3. The principal will immediately notify the appropriate law enforcement agency.
 - 4. The principal will investigate the incident, ascertain the facts, including the identity of the person, and deliver a written account of his/her findings to the Superintendent as soon as possible.

5. If the person is identified as a student from another school, the principal will notify that student's school principal of the incident.
 6. The Superintendent will submit a report to the Board of Education.
- C. By an Adult Person:
1. The employee will, as quickly as possible, notify his or her immediate administrative supervisor of the assault.
 2. The principal will immediately notify the Superintendent of the incident by phone.
 3. If it is felt to be appropriate at the time, the principal will contact the appropriate law enforcement officials.
 4. The principal will investigate the incident, ascertain the facts, including the identity of the adult, and deliver a written account of his/her findings to the Superintendent as soon as possible.
 5. The Superintendent will submit a report to the Board of Education.
- III. Psychological Abuse or Harassment by Any Person
- A. Any employee alleging that he/she is being psychologically abused or harassed, will notify his or her immediate administrative supervisor of the psychological abuse or harassment and the identity of the individual or individuals involved.
 - B. With his/her administrative supervisor, the employee will review District procedures for handling complaints to determine whether they are appropriate for resolving the situation. In any case where the allegation involves the employee's supervisor, the District Equal Employment Opportunity/Affirmative Action officer will fulfill all responsibilities of the administrative supervisor identified in this policy.
 - C. If both parties agree that the situation is more appropriately handled as a complaint, the employee will follow District procedures for filing a complaint.
 - D. If the employee believes the District complaint procedures do not cover the situation, the following procedures will be implemented.
 1. The administrative supervisor will immediately notify the Superintendent of the situation by phone.
 2. The administrative supervisor will investigate the matter and attempt to resolve the conflict.
 3. The administrative supervisor will deliver a written account of the facts and his or her proposed resolution to the Superintendent.
 4. If the employee is not satisfied with the proposed resolution of the situation, he or she may request a review of the matter by the Superintendent by providing a written account of the situation and his or her concerns directly to the Superintendent.
 5. The Superintendent will provide a written response to the employee outlining the District's position on the matter.
 6. The employee may request that the Superintendent provide the Board of Education with a copy of the Superintendent's response and the employee's written response to the Superintendent's response.

WORKERS' COMPENSATION

The Caesar Rodney School District is covered by Delaware Workers' Compensation and, hence, its employees are insured by the program. The Workers' Compensation Act is designed to provide compensation, as well as rehabilitation assistance to workers for any injury or industrial disease arising out of and in the course of employment.

Adopted: April 20, 1999

LEGAL REFS.: 19 Del. C, Chapters 21 and 23
 29 Del. C, §5933

STAFF PARTICIPATION IN COMMUNITY ACTIVITIES

The staff of the Caesar Rodney School District is urged to participate in activities of the community which have as their objectives the improvement of the general welfare of the District, the community, the state, and the nation.

The support of public education depends on the confidence the public has in its schools. It is desirable for all employees to become an integral part of our community by sharing in its life and interests, thereby contributing to its general welfare.

Staff members have a responsibility which extends beyond the four walls of the classroom and beyond the hours of service. This responsibility is to seek opportunities to promote the school system to members of the community. This responsibility also imposes the need to exercise restraint in offering casual personal opinions which may be accepted as factual information. Therefore, it is in the District's best interests to see that all staff members are well informed concerning the educational philosophy, goals, policies, regulations, and programs of the school system so that questions can be answered accurately and in a straightforward manner.

Adopted: April 20, 1999

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Caesar Rodney School District Board of Education subscribes to the principle that employees must, with all other citizens, share the responsibility for the development of a sound public body and assume full political and citizenship responsibilities. However, in his/her political activities, an employee may not:

- Misrepresent the District, but will take adequate precautions to distinguish between his/her personal and institutional views.
- Interfere with a colleague's exercise of political and citizenship rights and responsibilities.
- Use institutional privileges, district resources, or working time to promote political candidates or partisan political activities.

Circulation of political literature for or against any candidate or cause, or the posting of such literature, is prohibited in the schools or on the school premises, unless the information is being used for instructional purposes. Public Notices pertaining to Board elections will be appropriately posted.

Employees may run for public offices or engage in political activities that do not represent a conflict of interest with their service to the District. Upon request, the Board may grant a leave of absence without pay to an employee for campaigning and/or service in public office.

Adopted: April 20, 1999

PERSONNEL RECORDS AND FILES

Information about Caesar Rodney School District staff is required for the daily administration of the District, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees and for meeting Board of Education, state, and federal educational reporting requirements. To these ends, the Board will implement a comprehensive and efficient system of personnel records maintenance and control.

- A personnel file will be accurately maintained in the District Office for each employee. Files will contain applications for employment; references; and records relative to compensation, payroll deductions, evaluations, and such other matters as may be considered pertinent to the purpose of this policy as cited above.
- A working file may be maintained by the building administrator for the purpose of collecting necessary documents relating to performance and employment history. Types of documents which may be included in the file are:
 - Delaware Performance Appraisal System (DPAS) documents
 - Attendance records
 - Correspondence between teacher and administrator
 - Copies of documents properly placed in the personnel file
 - Other documents
- Only state required documentation will be maintained for former employees.
- The Superintendent or designee will be the records manager for personnel files and will have the overall responsibility for maintaining and preserving confidentiality of the files. The Superintendent may, however, designate another official to perform the duties of records management with the understanding that this official is to be held responsible for granting or denying access to records on the basis of these guidelines.
- All personnel records will be considered confidential and not open to public inspection, and access to files will be limited to school officials authorized by the Superintendent to use the files for purposes of this policy as cited above. NO other persons or agencies may have access to information in a staff member's file except when the staff member has given written consent for the release of specific information to a specific person or agency, or when such information is subpoenaed or ordered for release by a court law.

- Lists of District employees' names and home addresses will be released only to governmental agencies as required for official reports.
- A staff member may have access to his/her own personnel file at all reasonable times (i.e. during regular office hours.) No information is to be removed from the staff member's file without the express consent of the records manager or designee.
- No complaint, suggestion, or evaluation may be placed in the personnel file unless it meets the following requirements:
 - The written comment is signed by the person making the complaint, commendation, suggestion, or evaluation; and
 - The Superintendent or employee's principal or other supervisor has provided the employee with a copy of the comment for inspection prior to its placement in the personnel file.

The employee may offer a written denial or explanation of the complaint, suggestion, or evaluation, and any such denial or explanation will become a part of the staff member's file.

Adopted: April 20, 1999

STAFF COMPLAINTS AND GRIEVANCES

The majority of questions and concerns of the Caesar Rodney School District employees can be resolved by communication and discussion between the staff member and his/her immediate supervisor. When resolution cannot be reached a staff member may initiate the following procedures:

Complaints:

A complaint shall be an allegation by an employee (or group of employees) that there has been a personal loss or injury caused by a violation, misinterpretation, or inequitable application of Board policies, administrative regulations, common practice, State or Federal law, or DOE regulations.

A complaint should not be confused with a grievance. A grievance is an allegation that the terms of the Negotiated Agreement between the bargaining groups has been violated. All grievances shall be processed exclusively per the terms of the Negotiated Agreement. Nor should it be confused with a complaint under Title IX, regarding sexual harassment, Title VII regarding sexual or other harassment, discrimination or retaliation, or under the Americans with Disabilities Act regarding accommodations. Those complaints shall be directed in the case of Title IX to the Title IX Coordinator, and the rest to Human Resources.

It should be understood that the complaint procedure is open to all employees of the District. The decision to file a complaint is an individual one. All employees are assured that the use of this procedure is viewed as an employee right.

The procedures for the resolution of complaints are specified in GBK-R-1.

Grievances:

The definitions of a grievance and the procedures for resolution can be found in the Negotiated Agreements between the Board and the Caesar Rodney Education Association as well as the Caesar Rodney Support Association.

Current policy codified: 1998

Adopted: April 20, 1999

Revised: April, 2024

CROSS REFS.: GBK-R1, Staff Complaints Procedure

STAFF COMPLAINT PROCEDURES

Steps for the Resolution of Complaints:

Step One: An employee shall first discuss the issue with his/her immediate supervisor and inform the supervisor he/she believes he/she has a complaint. The immediate supervisor is the person responsible for supervising and evaluating job performance.

Should the complaint be beyond the authority of the supervisor to resolve, the supervisor shall refer the employee to the appropriate administrator.

At the first meeting the employee will be expected to identify the nature of the complaint and the desired remedy for resolution. The administrator will attempt to resolve the complaint.

Step Two: If the complaint is not satisfied with the informal resolution, the complainant shall put his/her complaint in writing and present it to their administrator. Once received by the administrator, the employee can expect to receive a written response from the supervisor within five (5) working days of the discussion of the complaint wherein the employee identified the complaint and proposed a resolution. The response from the supervisor will state that the employee may appeal the supervisor's action if the employee feels the supervisor's action was not fair and/or appropriate to the Superintendent.

Step Three: If the employee does not feel the resolution of the supervisor at Step Two is fair and appropriate, the employee may contact the Superintendent within five (5) working days of delivery of the Step Two response. The appeal shall be presented in writing and shall include the following data:

1. The name of the supervisor contacted at Step One and Step Two.
2. The policy, regulation, law or common practice the employee feels has been violated, misinterpreted or inequitably applied.
3. A suggested remedy for the complaint.

The complainant will forward a copy of the complaint to the Superintendent and the supervisor involved in Step Two.

The Superintendent or designee receiving the written appeal will contact the employee and arrange a discussion to review the appeal within five (5) working days of receipt of the appeal.

The employee can expect to receive a written response, which shall be final, from the Superintendent or designee typically within five (5) working days of the discussion, unless the employee and Superintendent/designee agree to an extended time.

Understandings and Stipulations

1. An employee who wishes to lodge a complaint must do so at Step one within ten (10) calendar days from the time when the employee knew, or reasonably should have known, of its occurrence.
2. The employee who has lodged a complaint shall, during and notwithstanding the pending complaint, continue to observe all assignments and applicable rules and regulations until the complaint has been resolved.
3. Meetings at which the employee's presence is required shall be arranged at a time and place so as not to interfere with the employee's regular duties.
4. Failure by the employee to appeal a complaint to the next step within the specified time limits shall be deemed to be acceptance of the resolution proposed at that step.

Adopted: April 20, 1999

Revised: June 2024

Caesar Rodney School District, Wyoming, Delaware

RECOGNITION OF ACCOMPLISHMENTS

The Caesar Rodney School District Board of Education appreciates the diligent efforts made by its members, staff, student body, and volunteers in achieving the District's goals and objectives. The Board will, from time to time, recognize outstanding service or accomplishments on behalf of the District. Recognitions may include letters of commendation, certificates, plaques, celebrations, or cash bonuses.

Current policy codified: 1995

Adopted: April 20, 1999

CROSS REFS.: DFDA, Free Admissions

RECOGNITION OF ACCOMPLISHMENTS

The following awards for staff, students and volunteers have been authorized by the Caesar Rodney School District Board of Education and are presented to staff, students and volunteers.

STAFF:

Teacher of the Year Awards

Building Representative: Cash award of \$500 presented as a one-time bonus and a Certificate of Achievement.

District Representative: An additional cash award of \$500 presented as a one time Bonus.

These awards are presented at dinner sponsored by the Board for the building representatives and their guests.

Century Club

A gift not to exceed \$50 in value is presented to any professional, support or administrative employee who has perfect attendance the preceding school work year.

Retirement Gift

1. Retiring employees with more than five years of District service will be issued a life-time pass to CRHS activities.
2. Retiring employees will receive Caesar Rodney gift not to exceed \$50 in value.

STUDENTS:

Board of Education Scholars

A certificate and medallion are presented to the top ranked 5% of the June graduating seniors.

State Champion Jacket Awards

State Champion jackets will be awarded to team members when a team wins a State Championship and to an individual who places first in the State in individual sports/activity. In such cases where an individual may have been part of two or more State championships in any one year, only one jacket would be awarded with appropriate modifications made to recognize such awards on the jacket.

BOARD OF EDUCATION:

Former members of the Board will be issued a life-time activities pass upon retirement from the Board.

VOLUNTEERS:

The "Spirit of Caesar Rodney" Award

A certificate is presented to the Spirit of Caesar Rodney Award Recipient(s) at a specified Board meeting.

Issued: 1995
Revised: 1996
Revised: 2024

Caesar Rodney School District, Wyoming, Delaware

PROFESSIONAL STAFF

The term “professional staff” will be used for those Caesar Rodney School District employees who must possess certificates issued by the Department of Education in order to hold their positions.

Job descriptions are provided by the Caesar Rodney School District and are maintained by the Office of Human Resources. The job descriptions outline the primary duties and responsibilities of all employees thereby communicating job expectations that will be used as a basis for performance evaluation. Evaluation instruments for all professional staff are maintained by the Office of Human Resources.

All staff employed for certificated positions will hold or be entitled to hold appropriate certification for their positions. Each certified staff member will be responsible for maintaining the certification needed for his/her assigned position and for meeting the job performance expectations outlined in his/her job description.

The following definitions will apply to professional staff:

Full-Time Staff: Employees whose regular assignment requires them to work not less than five days per week for not less than 37.5 hours per week, excluding vacation, sick leave, and holidays.

Part-Time Staff: Employees whose regular assignment requires them to work less than 37.5 hours per week.

Temporary Staff: Employees who accept assignments for a predetermined period of time. The length of service for an assignment may be based on:

- The time needed to complete a specific task.
- A specific date set for the termination of an assignment.
- The return of a full-time or part-time employee from an absence.
- The length of the certification of the employee.

Substitute Staff: Employees who accept substitute assignments on a daily basis or on a long-term basis for a daily rate of pay.

Substitute teachers will be classified into three categories:

- Class A: Eligible to hold a teaching certificate.
- Class B: Holds a 4-year degree but is not an education major.
- Class C: Holds a high school diploma.

Adopted: April 20, 1999

Caesar Rodney School District, Wyoming, Delaware

PROFESSIONAL STAFF POSITIONS

The Caesar Rodney School District employs professional staff to include the following employee categories:

Instruction:	Teacher Librarian
Administration:	Superintendent of Schools Assistant Superintendent of Schools* Director of Support Services Director of Human Resources Director of Instruction Director of Business and Finance Director of Special Education Administrative Assistant to Superintendent Supervisor of Instruction Supervisor of Technology Supervisor of Transportation Supervisor of Information Resources Supervisor of Child Nutrition Supervisor of Buildings and Grounds Principal Assistant Principal *Director appointed to position
Professional Support:	School Psychologist Speech Therapist Occupational Therapist Dean of Students Guidance Counselor School Nurse Visiting Teacher Coordinator, Computer Assisted Instruction Coordinator, Computer Data Systems

The Director of Human Resources will process applications, review transcripts and process all documents required for employment and certification.

All job descriptions are exhibits.

Adopted: April 20, 1999

Caesar Rodney School District, Wyoming, Delaware

PROFESSIONAL CONTRACTS AND COMPENSATION

Contracts

Contracts for professional personnel in the Caesar Rodney School District are initiated for all new full-time and part-time employees when hired. Contracts include the terms of employment and any special conditions of employment. It is the responsibility of the employee to provide all information necessary for proper certification and credit for prior work experience to the District Office of Human Resources, which then forwards the information to the State Department of Education.

Contracts for all certificated staff, with the exceptions of District administrators and those staff on temporary contracts, will be continuing in nature. Administrator contracts are issued in accordance with the provisions set forth in the Administrators' Meet & Confer Agreement authorized by the Board of Education. Temporary contracts are issued for temporary, extra-duty, and/or specialized employment positions with beginning and ending dates specified.

Contracts are approved by the Board of Education upon the recommendation of the Superintendent. In the case of instructional and professional support positions, the Board of Education grants to the Superintendent or designee authority to offer contracts for employment subject to final approval by the Board. Administrative contracts are not offered without prior Board approval.

Compensation

Salaries for instructional and professional support staff are established in accordance with the State salary schedule and the schedule of local supplements outlined in the Negotiated Agreement between the Caesar Rodney Education Association and the Board of Education. Placement on the salary schedule is through the regulations of the State Board of Education with regards to experience and education/training. Compensation for District administrators is in accordance with the provisions set forth in the Administrators' Meet & Confer Agreement authorized by the Board of Education.

Adopted: April 20, 1999

PROFESSIONAL STAFF SUPPLEMENTARY PAY

Caesar Rodney School District professional staff members appointed to extra duty assignments over and above the duties associated with their regular assignments will receive supplementary pay. Extra duty may include duties may be for positions appointed by the Caesar Rodney Board of Education (i.e. coaches and sponsors) or may be on an hourly basis (i.e. scorers, timers, ticket collectors). Staff appointed to extra duty assignments by the Board will be paid in accordance with the Guide to Extra-Curricular Activities. Professional staff members participating in extra duty activities on an hourly basis will be paid in accordance with the provisions set forth in the appropriate State, District or building regulations that govern the specific activity.

The Guide to Extra-Curricular Activities will identify all extra-curricular positions in the District approved by the Board, a points rating for each position set by an Extra-Curricular Salary Committee which will initiate a review of the ratings upon the conclusion of the term for each Negotiated Agreement between the Board and the Caesar Rodney Education Association, a dollar value for each point allocated to each position in the Guide to Extra-Curricular Activities, and the resultant total compensation for each position. Any addition and/or deletion of positions to the Guide to Extra-Curricular Activities will be at the direction of the Board upon the recommendation of the Superintendent. Proposals for additions and/or deletions to the Guide to Extra-Curricular Activities must be submitted to the Superintendent by building principals. The Office of Human Resources will coordinate and maintain the Guide to Extra-Curricular Activities and the Director of Human Resources will chair the Extra-Curricular Salary Committee.

Appointments for extra-curricular positions will be recommended by the Superintendent and approved by the Board. Appointees will be issued a contract for the terms of their extra-curricular appointment stating their particular assignments, their duration, and the compensation to be paid.

The amount of money paid for each point assigned to an extra-curricular position, as well as the process for filling extra duty positions, will be in accordance with the provisions of the current Negotiated Agreement between the Caesar Rodney Education Association and the Board of Education.

Adopted: April 20, 1999

CROSS REFS.: GCMD, Instructional Staff Extra Duty

Caesar Rodney School District, Wyoming, Delaware

PROFESSIONAL STAFF FRINGE BENEFITS

All Caesar Rodney School District employee benefits, other than those established through the Negotiated Agreement or provided by the State of Delaware, will be subject to Board policy. The Superintendent will provide for the interpretation and application of the Board's policies and decisions regarding benefits.

Adopted: April 20, 1999

Caesar Rodney School District, Wyoming, Delaware

PROFESSIONAL STAFF FRINGE BENEFITS

All benefits outlined below will be available to Caesar Rodney School District staff as prescribed for each benefit.

Health Insurance

The State of Delaware will provide 100% funding for all basic plans for all employees who work 30 or more hours per week, after three months of employment. The District will supplement the basic plan up to the maximum each month that is established by the Negotiated Agreement.

Dental Insurance

Dental insurance will be provided to all employees who work 30 or more hours per week as per the specifications of the Negotiated Agreement. Part-time employees who work more than 15 hours per week but less than 30 hours may participate in the group insurance but must pay the full cost of the coverage.

Disability Insurance

Disability insurance will be provided to all employees who work 30 or more hours per week, as per the specifications of the Negotiated Agreement, with the exception of hourly food service workers.

Life Insurance

Life insurance will be available to all employees who work 15 hours or more per week through the State group plan, which provides term life insurance based on the employee's salary. The maximum base amount available will be established by the State. Employees may elect coverage in multiples of one, two, or three times their salary or the base amount, whichever is less. Employees will be eligible after three months employment. Premiums will be paid through payroll deductions.

Liability Insurance (General)

The Board will provide general liability insurance for all employees and volunteers. The District's policy will provide for the payment of all damages and defense costs in any suit seeking damages. The policy will also cover student teachers, all volunteers, and malpractice for nurses and therapists. Criminal cases as well as punitive damages will not be covered.

Blood Bank

The District will pay the membership fee for all employees who work 30 or more hours per week and who are interested in joining the Blood Bank of Delaware. Individual employees will be responsible for donating blood.

Delaflex

Participation in the Delaware State Employee Flexible Benefits Program will be available to all permanent employees. Employees will be expected to conform with State regulations for enrollment and participation in this program that provides employees an opportunity to pay for eligible health and dependent care services using tax free monies.

The State of Delaware Deferred Compensation Program

Participation in the tax shelter program administered by the State of Delaware will be available to all permanent employees. Arrangements for participation will be made by the employee through the District payroll office.

Private Tax Shelters

Participation in private 403b tax shelter programs will be available to all permanent employees. Arrangements for participation will be made by the employee through the District payroll office.

Savings Bonds

All employees will be afforded the opportunity to participate in purchasing Federal Savings Bonds through regular payroll deductions. Arrangements for participation will be made by the employee through the District payroll office.

Tuition

Professional staff are eligible for tuition reimbursement in accordance with Department of Education and Board policies.

Adopted: April 20, 1999

PROFESSIONAL STAFF LEAVES AND ABSENCES

The Caesar Rodney School District Board of Education recognizes the need for excellent attendance among professional staff members in order to achieve an efficient and effective school system. Quality education cannot take place unless professional staff members attend on a regular basis. The Board believes it is unrealistic to think there will never be absences among professional staff members; however, it is reasonable to expect all professional employees to maintain an exemplary attendance pattern. As a result, in order to promote and recognize good staff attendance, the Board will implement an attendance recognition program.

Adopted: April 20, 1999

CROSS REFS.: GBL, Recognition of Accomplishments

INSTRUCTIONAL STAFF LEAVES OF ABSENCE

Caesar Rodney School District instructional staff leaves of absence are provided for in the Negotiated Agreement between the Caesar Rodney Board of Education and the Caesar Rodney Education Association and applicable state and federal laws. Specific information regarding implementation of leave policies can be found in the Negotiated Agreement and the Instructional Staff Handbook. The Office of Human Resources can assist with unique or special needs.

Adopted: April 20, 1999

INSTRUCTIONAL STAFF SICK LEAVE

Sick leave for Caesar Rodney School District instructional staff is provided for in the Negotiated Agreement between the Caesar Rodney Board of Education and the Caesar Rodney Education Association and applicable State and Federal laws. Specific information regarding the implementation of sick leave procedures can be found in the Negotiated Agreement and the Instructional Staff Handbook.

Donated Sick Leave:

The Caesar Rodney School District's Donated Leave Program will assist its Employees who have used all sick leave, personal leave, and at least half of annual leave, if applicable, as a result of catastrophic illness or injury. The following guidelines have been established for donated leave program participation.

Donation of Days – Employees who wish to donate one or more accrued sick leave days may contact the Director of Human Resources. It is implied in the request that the Employee gives the Director of Human Resources consent to disclose the requesting Employee's name. Upon request, the Director of Human Resources shall broadcast the request to building staff. Should no (or insufficient) staff members at the building level donate leave within a two (2) week period, the Director of Human Resources shall broadcast the request to District staff. Alternatively, when an Employee contacts the Director of Human Resources to request donated sick days, that Employee may inform the Director of Human Resources of the name of a willing donor. The Director of Human Resources shall keep a listing of donors. If there is surplus leave, it will be debited from donors in the order donated. No leave can be donated more than two calendar weeks after notice of a request for leave is broadcast.

No person can sell accrued leave.

Eligibility for Donated Leave Program – Members of all Employee groups within the District are eligible to participate in the District's donated leave program provided that they have been employed by the District for at least six months before that person is eligible for donated leave time.

Employees who are eligible for annual leave and who have used all of their sick and personal days and half of their vacation leave, and who have a catastrophic illness are eligible to apply for donated leave. However, if an Employee is not eligible for annual leave, the Employee must have used all of the Employee's personal days and all but 3 of the Employee's sick days when donated leave is for the catastrophic illness of a family member. When donated leave is for the catastrophic illness of a family member, the Employee must have used all of that Employee's sick days, personal days and (if applicable) annual leave.

Donated leave usage runs concurrently with any leave available under the Family and Medical Leave Act, 29 U.S.C. § 2601 et seq. If a long-term disability program is available to Employees,

a period of disability defined herein shall be limited to the waiting or elimination period defined in the policy.

Only in instances where an absence occurs because of a recipient's catastrophic illness, not a family member's catastrophic illness, donated leave may be used for personal medical treatments or personal illness directly related to the catastrophic illness as certified by a physician. Otherwise, the leave donated shall be used consecutively.

Definition of Catastrophic Illness – "Catastrophic illness" means any illness or injury to an Employee or an Employee's family member which is diagnosed by a physician and certified by the physician as rendering the Employee or Employee's family member unable to work, or, in the case of a family member who does not work, the medical equivalent of "unable to work", for a period greater than 5 calendar weeks. Separate periods of disability lasting 7 consecutive work days or more each, and totaling more than 5 calendar weeks, resulting from the same or a related illness or injury and occurring within any 12-month consecutive period, are considered the same period of disability.

Definition of Child – "Child" means an immediate descendant by blood or adoption and of any age.

Definition of Family Member – "Family member" means an Employee's spouse, child, or parent who resides with the Employee and who requires the personal attendance of the Employee during the spouse's, child's, or parent's catastrophic illness.

Procedure for Requesting Donated Leave – When an Employee with a catastrophic illness or who has a catastrophic illness in their immediate family is in need of donated sick days, the Employee shall complete the required documentation and contact the District Human Resource Office.

Donated Days Conversion – The donated days must be in increments of whole days. The District shall convert the donated leave available for use by a recipient into cash value at the donor's rate of pay, shall re-convert the cash value to hours of leave at the recipient's rate of pay, and shall then credit the recipient's account.

LEGAL REFS.: Delaware Code
Negotiated Agreement between the Caesar Rodney Board of
Education and the Caesar Rodney Education Association
Caesar Rodney School District, Wyoming, Delaware

Revised December 2024

INSTRUCTIONAL STAFF TEMPORARY LEAVES OF ABSENCE

Temporary leaves of absence for Caesar Rodney School District instructional staff are provided for in the Negotiated Agreement between the Caesar Rodney Board of Education and the Caesar Rodney Education Association and applicable state and federal laws. Specific procedures regarding the implementation of temporary leaves of absence can be found in the Negotiated Agreement and the Instructional Staff Handbook.

Adopted: April 20, 1999

LEGAL REFS.: Delaware Code
 Negotiated Agreement between the Caesar Rodney Board of Education
 and the Caesar Rodney Education Association

INSTRUCTIONAL STAFF MATERNITY/PATERNITY/PARENTAL LEAVE

Maternity/paternity leaves of absence for Caesar Rodney School District instructional staff are provided for in the Negotiated Agreement between the Caesar Rodney Board of Education and the Caesar Rodney Education Association and applicable State and Federal laws. Specific information regarding the implementation of maternity/paternity leave procedures can be found in the Negotiated Agreement and the Instructional Staff Handbook.

Adopted: April 20, 1999

LEGAL REFS.: Delaware Code
Negotiated Agreement between the Caesar Rodney Board of Education
and the Caesar Rodney Education Association

INSTRUCTIONAL STAFF MILITARY LEAVE

Military leave for Caesar Rodney School District instructional staff is provided for in accordance with provisions of the Delaware Code and the Negotiated Agreement between the Caesar Rodney Education Association and the Caesar Rodney Board of Education. The Board recognizes and supports individuals serving in the armed forces of the United States. Whenever possible, instructional staff members serving in the military are encouraged to schedule their active duty service at times when it is least disruptive to the District's educational program. Requests for military leaves of absence must be forwarded to the Superintendent and approved by the Board of Education.

Adopted: April 20, 1999

LEGAL REFS.: Delaware Code

INSTRUCTIONAL STAFF CONFERENCES/TRAINING/WORKSHOPS

Leaves of absence to attend conferences or training are provided for in the Negotiated Agreement between the Caesar Rodney School District Board of Education and the Caesar Rodney Education Association.

The District has on-going training programs. Employee participation may be voluntary or mandatory as appropriate for the activity. To maximize the time that instructional staff are with students, District workshops will be scheduled during non-instructional time whenever possible.

Adopted: April 20, 1999

LEGAL REFS.: Delaware Code
Negotiated Agreement between the Caesar Rodney Board of Education
and the Caesar Rodney Education Association

INSTRUCTIONAL STAFF SABBATICALS

Sabbatical leaves for Caesar Rodney School District instructional staff are provided for in the Negotiated Agreement between the Caesar Rodney Board of Education and the Caesar Rodney Education Association and applicable State laws. Specific information regarding the implementation of sabbatical leave procedures can be found in the Negotiated Agreement.

Adopted: April 20, 1999

LEGAL REFS.: Delaware Code
 Negotiated Agreement between the Caesar Rodney Board of Education
 and the Caesar Rodney Education Association
 Delaware Personnel Administration Handbook

ADMINISTRATIVE STAFF LEAVES AND ABSENCES

Caesar Rodney School District administrators are entitled to various leaves of absences as specified in the Delaware Code. Administrators must apply for these leaves and be approved by the Caesar Rodney Board of Education.

Adopted: April 20, 1999

LEGAL REFS.: Delaware Code

ADMINISTRATIVE STAFF SICK LEAVE

Sick leave for Caesar Rodney School District administrative staff is provided for in accordance with the provisions of the Delaware Code. Sick leave is granted based on the number of months per year that each administrator is employed. Unused sick leave accumulates as per the provisions of both State and Federal laws.

An administrator who is retiring is entitled to receive pay for unused sick leave as provided by State and Federal laws. The local supplement will be added to the State salary when determining the pay for unused sick leave and vacation. The basis for the local portion of sick leave will be a 222 day work year.

Adopted: April 20, 1999

LEGAL REFS.: Delaware Code
 CRAA Meet and Confer Agreement

ADMINISTRATIVE STAFF MATERNITY/PATERNITY/PARENTAL LEAVE

Maternity/paternity leaves of absence for Caesar Rodney School District administrative staff are provided for within applicable State and Federal laws. Administrators must apply for such leaves and have them approved by the Caesar Rodney Board of Education.

Adopted: April 20, 1999

LEGAL REFS.: Delaware Code
CRAA Meet and Confer Agreement

ADMINISTRATIVE STAFF MILITARY LEAVE

Military leave for Caesar Rodney School District administrative staff is provided for in accordance with provisions of the Delaware Code. The Caesar Rodney Board of Education recognizes and supports individuals serving in the armed forces of the United States. Whenever possible, administrators serving in the military are encouraged to schedule their active duty service at times when it is least disruptive to the District's educational program. Requests for military leaves of absence must be forwarded to the Superintendent and approved by the Board of Education.

Adopted: April 20, 1999

LEGAL REFS.: Delaware Code

ADMINISTRATIVE STAFF CONFERENCES/TRAINING/WORKSHOPS

Professional development opportunities, stipends and reimbursements for Caesar Rodney School District administrators will be in accordance with the provisions set forth in the current Administrators' Meet & Confer Agreement authorized by the Board of Education.

Adopted: April 20, 1999

ADMINISTRATIVE STAFF SABBATICALS

Sabbatical leaves for Caesar Rodney School District administrative staff are provided for in the Delaware Code. Administrators must apply for sabbatical leaves in writing to the Superintendent and these leaves must be approved by the Caesar Rodney Board of Education.

LEGAL REFS.: Delaware Code
Delaware Personnel Administration Handbook

ADMINISTRATIVE STAFF VACATIONS AND HOLIDAYS

Vacations

In addition to holidays, administrative vacation computation will be made at the rate of 25 days per fiscal year for those administrators with less than five years of administrative experience and at the rate of 30 days per fiscal year for those administrators with five or more years of administrative experience. Vacation leave will be front-loaded at the start of each fiscal year and will be adjusted in the event of retirement, resignation or termination. When separating from the district, any front-loaded leave will be reduced proportionately. Employees need to work or utilize leave for more than 50 percent of the month of separation to accrue leave in that month. The maximum amount of annual leave which any employee shall be permitted to accumulate shall be 42 days. At the end of each fiscal year, the accumulated annual leave of each employee shall equal not more than 42 days. Where, prior to the end of a fiscal year, an employee has accumulated more than 42 days of annual leave, such annual leave shall be adjusted to 42 days at the end of such fiscal year. All vacation days must be requested in advance of their use.

Holidays

The following days will not be scheduled for work:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Election Day
- Veterans Day
- Thanksgiving Break
- Christmas Eve
- Christmas Day

Adopted: October 19, 2000

Revised: August 2024

Caesar Rodney School District, Wyoming, Delaware

PROFESSIONAL STAFF RECRUITING

The Caesar Rodney School District will always attempt to recruit and employ the best-qualified professional personnel available. Determination of the personnel needs of the District is the responsibility of the Superintendent and of the administrators delegated by him/her to review and make recommendations about such needs.

The Board of Education recognizes that the quality of the educational program is dependent upon the employment and retention of high caliber certified personnel. Therefore, it will be the policy of the District that the procedure for employing the best-qualified teachers and administrators will include:

- An effective recruitment program.
- An initiative that results in prompt action when vacancies occur or new positions are created.
- A set of consistent hiring practices in dealing with applicants for teaching or administrative positions.

Teacher recruitment is the responsibility of the Director of Human Resources. Administrators, teachers and Board members may assist the director as needed.

RECRUITING OF INSTRUCTIONAL STAFF

Instructional staff includes all employees of the Caesar Rodney School District who serve as classroom teachers, resource teachers and professional support staff. The District considers that the most important aspects of recruitment and selection of certified personnel are outstanding skills, knowledge, and appropriate dispositions. Seeking candidates with such general attributes contributes to providing a high quality staff which upholds the high standards expected of the District. It is essential that candidates demonstrate much more than the minimum requirements for a teaching certificate.

The Board directs the administration to make a serious effort to see that the recruitment procedures of the District produce a highly qualified and academically oriented staff which is also representative of the diverse nature of the District.

The District engages in fair and sound personnel practices in the appointment of all District employees.

RECRUITING OF ADMINISTRATIVE STAFF

Administrative personnel are defined as personnel occupying the positions of Superintendent, Assistant Superintendent, Director, Supervisor, Administrative Assistant, Principal and Assistant Principal.

The Caesar Rodney School District Board of Education strives to hire the highest caliber administrative personnel possible. The administrative recruitment process involves determination of the vacancy to be filled and the leadership qualities and administrative skills needed by the candidates. Vacancies may be opened to candidates from within and/or without the District depending upon the desire of the Board at the time. The identification of candidates is completed through a process developed by the Superintendent to ensure a fair and competitive candidacy for all such appointments.

POSTING AND ADVERTISING OF PROFESSIONAL STAFF VACANCIES

The Caesar Rodney School District Board of Education has the obligation to provide the best professional staff available for the District regardless of race, color, religion, gender, age, disability, national origin or ancestry. All of its policies and procedures with respect to employing and assigning personnel are based on this principle.

The District posts all instructional staff vacancies covered by the Negotiated Agreement between the Caesar Rodney Education Association and the Board of Education. Advertisement may be placed in state, local and/or national media or posted in Delaware school districts.

The Board has the authority to transfer current administrative staff among the various District administrative positions without posting the positions.

The District is an Equal Opportunity Employer.

CROSS REFS.: GCK, Professional Staff Assignments and Transfers

PROFESSIONAL STAFF HIRING

Because the quality of the staff hired by the Caesar Rodney School District Board of Education is the major component of an effective, productive educational program, the Board and the administration of the District make every effort possible to attract and retain the best-qualified personnel. All professional staff members of the District are appointed by the Board upon the recommendation of the Superintendent.

It is the policy of the Board that all employees hired to work in the District complete a Criminal Background Check with the Delaware State Police per Delaware law. This includes full- and part-time employees, substitutes and extra-curricular activity coaches. The Office of Human Resources is charged with the responsibility for carrying out the intent of this section of the policy and maintaining confidential files of the criminal background check results. Where such checks are allowable by law, the following practices and procedures will be followed.

Requesting CHRI checks

Fingerprint-based CHRI checks will only be conducted as authorized by the FBI and SBI, in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

Access to CHRI

All CHRI is subject to strict state and federal rules and regulations. CHRI cannot be shared with other entities for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the SBI (State Bureau of Identification) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Furthermore, an entity can be charged with federal and state crimes for the willful, unauthorized disclosure of CHRI.

Storage of CHRI

CHRI shall only be stored for a maximum of 6 months. Administrative, technical, and physical safeguards, which are in compliance with the most recent SBI and FBI Security Policy, have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage and destruction of CHRI.

Retention of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes only:

Historical reference and/or comparison with future CHRI requests
Dispute of the accuracy of the record
Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in:

Hard copy form in personnel files located in the locked filing cabinet located in the locked filing room. CHRI will be maintained for up to 6 months. At the end of this term, the CHRI will be disposed of according to the Disposal of Physical Media policy.

CHRI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at the Caesar Rodney School District will review and become familiar with the educational and relevant training materials regarding CHRI laws and regulations made available by the appropriate agencies.

In addition to the above, all personnel authorized to receive and/or review CHRI must undergo Security Awareness Training on a biennial basis. This training will be accomplished using the training provided by CJIS Online.

Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, the Caesar Rodney School District will take the following steps prior to making a final adverse determination:

Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time to correct or complete the CHRI.

Local Agency Security Officer

Each NCJA receiving CHRI is required to designate a Local Agency Security Officer (LASO). An individual designated as LASO is:

An individual who will be considered part of the NCJA's "authorized personnel" group.

An individual that has completed a fingerprint-based background check and found appropriate to have access to CHRI.

An employee directly involved in evaluating an individual's qualifications for employment or assignment.

The Caesar Rodney School District LASO is the Human Resources Director. The LASO is responsible for the following:

Identifying who is using or accessing CHRI and/or systems with access to CHRI.

Ensuring that personnel security screening procedures are being followed as stated in this policy.

Ensuring the approved and appropriate security measures are in place and working as expected.

When changes in the LASO appointment occur, the Caesar Rodney School District shall complete and return a new LASO appointment form. The most current copy of the LASO appointment form will be maintained on file indefinitely by the Caesar Rodney School District.

Personnel Security

All Personnel

All personnel requiring access to CHRI must first be deemed “Authorized Personnel.” The SBI will review and determine if access is appropriate. Access is denied if the individual has ever had a felony conviction, of any kind, no matter when it occurred. Access may be denied if the individual has one or more recent misdemeanor convictions.

In addition to the above, an individual believed to be a fugitive from justice, or having an arrest history without convictions, will be reviewed to determine if access to CHRI is appropriate. The SBI will take into consideration extenuating circumstances where the severity of the offense and the time that has passed would support a possible variance.

Persons already having access to CHRI and who are subsequently arrested and/or convicted of a crime will:

Have their access to CHRI suspended until the outcome of an arrest is determined and reviewed by the SBI in order to determine if continued access is appropriate.

Have their access suspended indefinitely if a conviction results in a felony of any kind.

Have their access denied by the SBI where it is determined that access to CHRI by the person would not be in the public’s best interest.

All access to CHRI by support personnel, contractors, and custodial workers will be denied. If a need arises for such persons to be in an area(s) where CHRI is maintained or processed (at rest or in transit); they will be escorted by, or be under the supervision of, authorized personnel at all times while in these area(s).

Personnel Termination

The LASO shall terminate access to CHRI immediately upon notification of an individual’s termination of employment.

Caesar Rodney School District CHRI access termination process:

Notification will be sent via email to the SBI

This is to be done within 24 hours of receiving notification of termination

All keys, email accounts, etc. will be obtained/disabled from the user within 24 hours

Media Protection

All media containing CHRI is to be protected and secured at all times. The following is established and to be implemented to ensure the appropriate security, handling, transporting, and storing of CHRI media in all its forms.

Media Storage and Access

Physical CHRI media shall be securely stored within physically secured locations or controlled areas. Access to such media is restricted to authorized personnel only and shall be secured at all times when not in use or under the supervision of an authorized individual.

Physical CHRI media:

Is to be stored within employee records when feasible or by itself when necessary.

Is to be maintained within a lockable filing cabinet, drawer, closet, safe, vault, or other secure container.

Disposal of Physical Media

Once physical CHRI media (paper/hard copies) is determined to be no longer needed by the Caesar Rodney School District, it shall be destroyed and disposed of appropriately.

Physical CHRI media shall be destroyed by shredding, cross-cut shredding, or incineration. The Caesar Rodney School District will ensure such destruction is witnessed or carried out by authorized personnel:

The LASO shall witness or conduct disposal.

Cross-cut shredding will be the method of destruction used by Data Guard Inc.

Incident and Disciplinary Response

The security of information and systems in general, and of CHRI in particular, is a top priority for the Caesar Rodney School District. Therefore, we have established appropriate operational incident handling procedures for instances of an information security breach. It is each individual's responsibility to adhere to established security guidelines and policies and to be attentive to situations and incidents which pose risks to security. Furthermore, it is each individual's responsibility to immediately report potential or actual security incidents to minimize any breach of security or loss of information. The following security incident handling procedures must be followed by each individual:

All incidents will be reported directly to the LASO.

If any records were stolen, the incident will also be reported to appropriate authorities.

Once the cause of the breach has been determined, disciplinary measures will be taken in accordance with the disciplinary policy.

In addition to the above, the LASO shall report all security-related incidents to the SBI within 24 hours.

All agency personnel with access to FBI and/or SBI CHRI have a duty to protect the system and related systems from physical and environmental damage and are responsible for correct use, operation, care and maintenance of the information. All existing laws and Caesar Rodney School District regulations and policies apply,

including those that may apply to personal conduct. Misuse or failure to secure any information resources may result in temporary or permanent restriction of all privileges up to employment termination.

Adopted: April 18, 2000
Revised January 21, 2025

LEGAL REFS.: 11 Del. C. §8570-8572
Statement of the Law and Regulations Relating to Criminal Background Checks for Personnel in Public Schools

Caesar Rodney School District, Wyoming, Delaware

HIRING OF ADMINISTRATIVE STAFF

It is the policy of the Caesar Rodney School District Board of Education for the Superintendent to identify administrative vacancies in the District. The Superintendent recommends to the Board the appropriate process to fill the position(s). If the Board decides to solicit applications for the vacancy, the Director of Human Resources supervises the application process and works with the Superintendent to screen applicants. The Superintendent develops a method for identifying suitable candidates and may appoint a committee to interview those applicants believed to be the best qualified. Final candidates are recommended by the Superintendent for interviews with the Board.

The candidate selected for an administrative position must meet the criteria established by the Board and the certification requirements for the position established by the Department of Education. Contracts are issued according to the Caesar Rodney Administrators' Association Meet and Confer Agreement.

LEGAL REF.: Caesar Rodney Administrators' Association Meet and Confer Agreement

Adopted: January 18, 2000

Revised: March 18, 2003

PROFESSIONAL STAFF CERTIFICATION AND CREDENTIALING REQUIREMENTS

All professional staff of the Caesar Rodney School District should have the following information on file in the Office of Human Resources:

- Application and references.
- Official transcripts.
- Official certificates, if applicable.
- Copy of social security card.
- Copy of driver's license or other photo ID.
- Criminal Background Check (those hired after 1994).
- Documentation of citizenship.
- Income tax withholding form.
- Result of tuberculosis test.
- Scores on Delaware teacher competency test (those hired after 1983).

Obtaining and maintaining certification status is the responsibility of the employee with assistance from the Office of Human Resources. Certificates are renewed on a five-year basis. Employees are notified six months in advance when certificates are to be renewed. The required paperwork is forwarded to the employee in order for certificates to be renewed in a timely manner.

Professional staff is required to successfully complete the state required teacher competency exam as established by the Department of Education. The contracts of those who do not successfully complete the exam during the specified time will be terminated.

Adopted: January 18, 2000

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

PART-TIME STAFF

The practice of assigning professional personnel to a part-time position is generally discouraged; however, when the best interest of the Caesar Rodney School District is served, the Caesar Rodney School District Board of Education may consider such an assignment. In the case of part-time teachers, contracts are based on the amount of time spent in the classroom during the school day.

SUBSTITUTE TEACHERS

The Board believes the role of the substitute teacher is highly important for maintaining continuity in teaching and learning. An effective program for selecting and assigning all substitute teachers, and for evaluating their performance, is in place.

A substitute teacher is a person who is employed in the absence of the regular teacher and whenever possible possesses knowledge in the area of assignment and has demonstrated success in teaching.

Substitute teachers are categorized by the Department of Education as follows:

- Class A: Is eligible for teacher certification in Delaware.
- Class B: Has an earned Bachelors degree but not in education.
- Class C: Has a high school diploma.

A list of substitute teachers is prepared by the Office of Human Resources, which maintains a complete file on all substitute teachers. This file includes transcripts, credentials, recommendations, the Criminal Background Check, medical releases, and other pertinent information.

Substitutes are not subject to any of the provisions of the continuing contract laws or negotiated agreements.

Adopted: January 18, 2000

Caesar Rodney School District, Wyoming, Delaware

ARRANGEMENTS FOR SUBSTITUTE STAFF

The Caesar Rodney School District Board of Education authorizes the position of Substitute Caller in order to provide an equitable and orderly manner in which to supply substitutes to the District schools. The caller is responsible for receiving substitute requests from teachers on a daily basis and making arrangements with the substitutes.

The approved list of substitutes is established by the Office of Human Resources which maintains a complete file on all substitute teachers. This file includes:

- Application and references.
- Transcripts.
- Valid teaching certification, if applicable.
- Social Security card.
- Driver's license or other photo ID.
- Criminal Background Check.
- Documentation of citizenship.
- Income tax withholding form.
- Result of tuberculosis test.
- Scores on Delaware teacher competency test, if applicable.

Any additions to the approved list must be made through the Office of Human Resources.

PROFESSIONAL STAFF ORIENTATION AND TRAINING

The Caesar Rodney School District Board of Education recognizes that an effective orientation program aids in the assimilation of new staff members into the District and also contributes to the continued growth of returning personnel. It is, therefore, the responsibility of the Superintendent or his/her designee to provide for an annual orientation of all new professional staff members.

Orientation is considered a year-long process for teachers new to the District. The program is conducted by the Director of Human Resources, Lead Mentors and other professionals. Orientation provides information which improves the new teacher's understanding of the District's framework—including policies of the Board, rules and regulations, the instructional program, and District culture.

Each new teacher is assigned a mentor teacher for the year. Mentors are required to attend training during the summer.

Adopted: January 18, 2000

Caesar Rodney School District, Wyoming, Delaware

MENTOR TEACHERS

The building principal or immediate supervisor assigns a mentor to each new teacher in the Caesar Rodney School District. The mentor is a tenured teacher with an above average evaluation record. Whenever possible, a mentor will teach within the same grade level or subject area as the mentee. The mentor will not be involved in the evaluation of the mentee.

The role of the mentor is that of a “helping teacher” who assists the new teacher in getting a good start in his/her position by:

- Being ready to answer questions.
- Explaining the content standards.
- Providing instructional materials.
- Assisting with the development of instructional strategies.
- Assisting with implementation of the curriculum.
- Explaining building procedures and District policies.
- Giving feedback on classroom management.
- Assisting the new teacher in other ways as needed.

Adopted: January 18, 2000

Caesar Rodney School District, Wyoming, Delaware

PROFESSIONAL STAFF DEVELOPMENT

The Caesar Rodney School District Board of Education expects its professional staff members to have a professional commitment to continuously maintain and upgrade their knowledge, skills, and abilities in their areas of expertise. Staff development is an on-going, critical component of an effective educational program for the students within the District.

Professional staff development expectations include, but are not limited to, the following:

- Teachers are expected to be knowledgeable and proficient with respect to current subject area content, curriculum, and methodology.
- Specialists are expected to be knowledgeable and proficient in current best practice in their field.
- Administrators involved with supervision of instruction are expected to be knowledgeable and proficient in effective instructional practice.
- Administrative specialists are expected to be knowledgeable of current best practice in their field.

The Board is committed to supporting a well-planned and conducted staff development program and expects the staff to actively engage in staff development programs for professional growth. The Board will work to continuously increase the opportunities and resources available for professional staff development.

Adopted: April 18, 2000

Caesar Rodney School District, Wyoming, Delaware

PROFESSIONAL STAFF PROBATION, TENURE, AND SENIORITY

Teachers employed by the Caesar Rodney School District Board of Education do not serve a probationary period. In accordance with the Delaware Code, they are “granted tenure upon completing three years of service in the State, two years of which shall be in the employ of the Board granting tenure.” Administrators in the District are not granted tenure.

The Board expects thorough and competent evaluations of all teachers before tenure is granted. This requires critical evaluations as required by the Delaware Performance Appraisal System (DPAS) and the provisions of the Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education.

The employment contract of a teacher in the District is automatically renewed for the ensuing school year unless the teacher is notified that the contract will be terminated at the end of the current school year in accordance with time lines and conditions prescribed in the Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education. Notice of termination of a contract is done through certified mail or personal delivery to the teacher whose contract is being terminated.

The District Director of Human Resources maintains a seniority list, which reflects the teacher’s areas of certification and dates of employment. This seniority list is distributed annually to teachers according to established time lines. Teachers have the right to appeal their status on the seniority list according to established procedures and time lines.

LEGAL REFS: Negotiated Agreement Between the Caesar Rodney Education Association
 and the Board of Education
 14 Del Code 1410

Adopted: April 18, 2000

Caesar Rodney School District, Wyoming, Delaware

ADMINISTRATIVE STAFF SENIORITY

The Caesar Rodney School District Board of Education does not grant tenure or seniority to individuals serving in administrative positions. Contracts are renewed based on the recommendations of the Superintendent and the provisions of the Caesar Rodney Administrators Association Meet and Confer Agreement.

LEGAL REFS: Caesar Rodney Administrators Association Meet and Confer Agreement

Adopted: April 18, 2000

Caesar Rodney School District, Wyoming, Delaware

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

The assignment and transfer of professional staff members to their respective positions in the Caesar Rodney School District are administered with the primary intent of providing the best possible learning environment for the students of the District. The assignment of instructional staff within the various schools of the District is by decision of the building principals of those schools, as long as certification requirements are met. The assignment of District level instructional staff is by decision of the Superintendent, again as long as certification requirements are met. The re-assignment of instructional staff from one building to another is considered a transfer and is conducted in compliance with the Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education.

The District adheres to the timelines established for the notification of instructional staff of their assignments, as well as the guidelines relating to instructional staff assigned to more than one building, agreed upon in the Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education.

The assignment of administrative staff is made by the Board of Education after considering the recommendations of the Superintendent.

LEGAL REF.: Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education

CROSS REFS.: GCEC, Posting and Advertising of Professional Staff Vacancies

Adopted: January 18, 2000

Caesar Rodney School District, Wyoming, Delaware

PROFESSIONAL STAFF SCHEDULES AND CALENDARS

In accordance with the Delaware Code and Department of Education (DOE) regulations, the Caesar Rodney School District Board of Education establishes time schedules and a yearly calendar to enable the District schools to operate most efficiently.

LEGAL REFS: 14 Del Code 1049
 DOE Regulations

Adopted: January 18, 2000

Caesar Rodney School District, Wyoming, Delaware

LENGTH OF INSTRUCTIONAL STAFF WORKDAY

The length of the instructional staff workday in the Caesar Rodney School District is established by the Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education.

LEGAL REFS.: Negotiated Agreement Between the Caesar Rodney Education Association
 and the Board of Education

Adopted: January 18, 2000

Caesar Rodney School District, Wyoming, Delaware

File: GCLB

LENGTH OF ADMINISTRATIVE STAFF WORKDAY

The length of the administrative staff workday in the Caesar Rodney School District is established by the Superintendent.

Adopted: January 18, 2000

Caesar Rodney School District, Wyoming, Delaware

File: GCLC

LENGTH OF INSTRUCTIONAL STAFF SCHOOL YEAR

The length of the school year for instructional staff in the Caesar Rodney School District is established by the Caesar Rodney School District Board of Education in compliance with State Board Policy and the Delaware Code. The calendar for the school year is established by the Board each spring for the following year.

LEGAL REF.: 14 Del. C. §1049

Adopted: January 18, 2000

Caesar Rodney School District, Wyoming, Delaware

File: GCLD

LENGTH OF ADMINISTRATIVE STAFF SCHOOL YEAR

The length of the school year for administrative staff in the Caesar Rodney School District is in accordance with the Caesar Rodney Administrators' Association Meet and Confer Agreement.

LEGAL REF.: Caesar Rodney Administrators' Association Meet and Confer Agreement
14 Del. C. §1049

Adopted: January 18, 2000

Caesar Rodney School District, Wyoming, Delaware

File: GCMB

PROFESSIONAL STAFF OFFICE HOURS

Office hours for each of the schools and the District Office of the Caesar Rodney School District are established by the Superintendent.

Adopted: January 18, 2000

Caesar Rodney School District, Wyoming, Delaware

PARENT CONFERENCES, STAFF MEETINGS, AND SCHOOL MEETINGS

Within the Caesar Rodney School District, parent conferences, staff meetings and school meetings are important activities vital to the effective delivery of instruction, appropriate communication among the District's various constituencies, and the smooth operation of the schools. The Caesar Rodney School District Board of Education understands that scheduling such activities often requires the professional staff of the District to meet before or after regular school hours. The Board appreciates the commitment of the District staff in accomplishing these important activities, as well as the personal sacrifices individual staff members make in order to facilitate them. At no time does the Board require professional staff members to attend such activities other than as prescribed in the Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education.

LEGAL REFS.: Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education

Adopted: January 18, 2000

File: GCME

ADMINISTRATIVE STAFF EXTRA DUTY ASSIGNMENTS

Extra duty assignments for administrative staff in the Caesar Rodney School District are administered in accordance with the provisions of the Caesar Rodney Administrators' Association Meet and Confer Agreement.

LEGAL REF.: Caesar Rodney Administrators' Association Meet and Confer Agreement

Adopted: January 18, 2000

Caesar Rodney School District, Wyoming, Delaware

EVALUATION OF PROFESSIONAL STAFF

TEACHERS AND SPECIALISTS

The purpose of teacher/specialist evaluations in the Caesar Rodney School District is to improve instruction and to provide a basis for determining a teacher/specialist's status as to contract continuation. The District will evaluate professional specialists and teachers in accordance with the state approved system.

ADMINISTRATORS

The purpose of administrator evaluations in the Caesar Rodney School District is to improve instruction and to provide a basis for determining an administrator's status as to contract continuation. The District will evaluate administrative staff in accordance with the state approved system.

Revised March 2024

EVALUATION OF PROFESSIONAL STAFF

The Caesar Rodney School District Board of Education believes quality teaching is of critical importance to a sound educational program. The Board believes thorough and regular appraisal of teaching, supervisory, and administrative performance is crucial to improving the total educational program.

A continuous program of performance appraisal of all professional personnel is maintained in the District. The purpose of performance appraisal is to ensure a high quality of teaching, supervisory, and administrative performance, primarily to advance the instructional program for students. Additionally, the appraisal and evaluation process provides information to leadership personnel to assist them in making personnel decisions.

The Board empowers the Superintendent with the responsibility to maintain the process of evaluation of professional personnel in the District. The evaluation process is expected to be conducted in accordance with timelines and appraisal instruments established by the State Board of Education or District Board of Education. While the primary purpose of evaluation is to improve performance, the Board recognizes that the evaluation process must also be used to make personnel decisions in the best interests of the District.

Evaluation of Instructional and Professional Support Staff

The Board recognizes that the building principal is the instructional leader of the school. As the instructional leader, the principal is responsible for the evaluation of instructional and professional support staff.

The primary purpose of evaluation is to improve the educational program and the effectiveness of instruction. The principal is expected to be aware of and sensitive to the instructional strengths and needs of each instructional and professional support staff member. The principal is expected to conduct regular and thorough evaluations as prescribed in the procedures established by the State Board of Education or District policy. Through the evaluation process, principals and staff should maintain open lines of communication relative to the evaluation process.

Evaluation of Administrative Staff

The Board recognizes the evaluation of administrative staff is a critical component of the District's delivery of services to staff and students. The Board empowers the superintendent with maintaining an effective evaluation process for all administrators in the District. Building principals evaluate assistant principals. The Superintendent or his/her designee evaluates building principals and supervisors in their areas of responsibility. The Superintendent or his/her designee evaluates the directors and the administrative assistant. The Superintendent is evaluated by the Board.

The District's evaluation model provides on-going communication between the supervisor and those being evaluated. Each administrator has an assigned evaluator and the Board expects the lines of communication established through the evaluation model will enhance the delivery of services at all levels of administration in the District.

Adopted: January 18, 2000

Caesar Rodney School District, Wyoming, Delaware

Page 2 of 2 pages

PROFESSIONAL STAFF TERMINATION OF EMPLOYMENT

Professional employees of the Caesar Rodney School District who for any reason intend to resign or who intend to retire are encouraged to indicate their plans in writing to the Board of Education as early as possible in the school year. Early notification enables the District to fill the vacancy with the best possible candidate available. Resignations normally become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than the end of the school year require a release by the Board and must be considered on an individual basis. Letters of resignation should be submitted to the Director of Human Resources. Recommendations for Board action are forwarded to the Board through the Superintendent.

Procedures for the dismissal of certificated employees are governed by State law and contractual agreements, as well as the individual rights of employees. Termination procedures are handled in a fair, unbiased manner while maintaining confidentiality to the fullest extent possible.

LEGAL REFS.: 14 Del. C, Chapter 14
 Negotiated Agreement Between the Caesar Rodney Education Association
 and the Board of Education
 Caesar Rodney Administrators' Association Meet and Confer Agreement

Adopted: January 18, 2000

Caesar Rodney School District, Wyoming, Delaware

ADMINISTRATIVE STAFF REDUCTION IN FORCE

The Caesar Rodney School District Board of Education reserves the right and responsibility to reduce the administrative staff as necessary and appropriate. The primary objective when reducing the administrative workforce is the maintenance of a fair and balanced educational program consistent with the functions and responsibilities of the District.

LEGAL REFS.: Caesar Rodney Administrators' Association Meet and Confer Agreement

Adopted: January 18, 2000

Caesar Rodney School District, Wyoming, Delaware

RESIGNATION OF INSTRUCTIONAL STAFF

The Caesar Rodney School District Board of Education considers a contract with a certified employee to be a mutually binding agreement which is to be executed both in spirit and in fact. Requests to be released from such contracts are not encouraged.

The Board accepts any certified employee's resignation for the ensuing school year when it is presented in writing prior to June 30 of the current year.

Requests to be released from a contract after June 30 may not be granted. Release from the contract is dependent on the circumstances involved, including the availability of a qualified replacement.

The Superintendent or his/her designee notifies the Department of Education in the event a certified employee terminates employment without a proper release from his/her contract.

Adopted: January 18, 2000

Caesar Rodney School District, Wyoming, Delaware

RESIGNATION OF ADMINISTRATIVE STAFF

The Caesar Rodney School District Board of Education considers a contract with an administrative employee to be a mutually binding agreement, which is to be executed both in spirit and in fact. An administrator shall not vacate his/her position during the term of contract without the written consent of the Board.

Release from the contract is dependent on the circumstances involved, including the availability of a qualified replacement. The Superintendent or his/her designee notifies the Department of Education in the event an administrator terminates employment without a proper release from his/her contract.

LEGAL REFS.: Caesar Rodney Administrators' Association Meet and Confer Agreement

Adopted: January 18, 2000

Caesar Rodney School District, Wyoming, Delaware

RETIREMENT OF PROFESSIONAL STAFF

Employees of the Caesar Rodney School District who meet the criteria for retirement are eligible for benefits as members of the Delaware State Employment Pension Plan as established by Delaware Code. The Office of Pensions administers the plan and can assist employees with understanding their rights, privileges, and obligations.

The Office of Human Resources facilitates the needs of employees regarding information, the processing of retirement benefits, and gives clarification on local benefits as applicable.

LEGAL REFS.: 29 Del. Code, Chapter 33

Adopted: February 15, 2000

DISCIPLINE, SUSPENSION AND DISMISSAL OF PROFESSIONAL STAFF

No professional staff member in the Caesar Rodney School District shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause.

Any professional employee charged by criminal complaint or indictment with any criminal offense that might be detrimental to the best interests of the Board of Education, may be suspended from duty during the time such charges are reviewed or tried.

The Superintendent follows all contractual obligations and State law pertaining to the suspension and dismissal of certificated personnel.

LEGAL REFS.: 14 Del. C, Chapter 14
 Caesar Rodney Administrators' Association Meet and Confer Agreement
 Negotiated Agreement between Caesar Rodney Education Association
 and the Board of Education

Adopted: February 15, 2000

Caesar Rodney School District, Wyoming, Delaware

NON-SCHOOL EMPLOYMENT OF PROFESSIONAL STAFF

The Caesar Rodney School District Board of Education believes that persons employed on a regular, full-time basis are responsible for carrying out all assigned duties associated with their positions. Therefore, the Board expects employees to give the responsibilities of their positions precedence over any type of outside work.

The outside work done by a District staff member is not of concern unless it:

- Prevents employees from performing responsibilities in an effective manner.
- Is prejudicial to employees' effectiveness in their positions.
- Is compromising or embarrassing to the District.
- Raises a question of conflict of interest.

Employees may not perform any duties related to outside jobs during regular working hours. Employees are not permitted to use any District facilities, equipment, or materials in performing outside work.

Adopted: February 15, 2000

STAFF CONSULTING ACTIVITIES

The Caesar Rodney School District Board of Education considers professional duties in the District to constitute full-time employment. Educational consulting work with other agencies or other school districts, however, may be a rewarding experience in terms of professional growth for talented and experienced professional staff members. Such involvement by professional staff also recognizes the District's obligation to the greater educational community.

Preparation for consulting work is to be done outside of the employee's regular District work schedule. Staff members who perform consulting work are not permitted to use District facilities, equipment, or materials without permission of the Superintendent or his/her designee.

All absences for consulting work must be approved by the Superintendent. The agency or school district involved must pay the cost of any substitute employee required. Inability to do so precludes the Superintendent's ability to grant the leave for purposes of consulting.

Adopted: February 15, 2000

File: GCRD

TUTORING FOR PAY

Caesar Rodney School District employees may enter into an agreement with parents to tutor students for a fee. This agreement is not to be made with parents of a student whom the teacher is currently instructing without the permission of the principal. The Board of Education does not set fees for tutoring.

Tutoring for a fee may not be done during school hours or within the facilities of the District without the permission of the principal.

Adopted: February 15, 2000

Caesar Rodney School District, Wyoming, Delaware

PROFESSIONAL RESEARCH AND PUBLISHING

The Caesar Rodney School District Board of Education recognizes the value of educational research conducted by staff members. However, all research studies conducted within the District must be approved in advance by the Superintendent or his/her designee. Only those studies which have value to the District may be approved.

When human subjects are involved in research, there must be adequate protection of their rights and welfare. The individuals must not be subject to risk. Parents of children who are subjects of research, or adults if they are the subjects, must be provided:

- An explanation of procedures and their purposes.
- A description of any possible risks and any benefits to be reasonably expected.
- An offer to respond to inquiries on procedures.
- Instruction on the right to refuse to participate or to discontinue participation at any time without prejudice.

Written permission from the parent or guardian of a student used as an individual subject or identified as an individual in any research study must be obtained prior to the initiation of the research project.

Adopted: February 15, 2000

Caesar Rodney School District, Wyoming, Delaware

PROFESSIONAL STAFF MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS
AND ASSOCIATIONS

The Caesar Rodney School District Board of Education recognizes growth opportunities as a result of membership and participation in professional organizations and associations. Membership and participation in professional organizations are considered to be means of continuous professional growth for employees of the District. However, membership in any professional organization or association is not a requirement for employment in the District.

Absence from work for the purpose of taking part in activities of professional organizations and associations must be approved by the Superintendent or his/her designee except for those absences covered in the Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education. Therefore, staff members who accept an association office and/or duties which will require their absence from school during working hours, or which will encroach upon the time they normally spend on their regular District assignments, must obtain the Superintendent's approval before accepting such association offices or duties.

LEGAL REFS.: Negotiated Agreement Between the Caesar Rodney Education Association
 and the Board of Education

Adopted: February 15, 2000

Caesar Rodney School District, Wyoming, Delaware

PROFESSIONAL STAFF FACILITIES

The Caesar Rodney School District Board of Education recognizes that a positive work environment is important and that adequate teaching facilities contribute to positive staff morale as well as to the educational program of the District. To the extent possible, the professional staff is provided with adequate and conducive space for both planning and instruction. Instructional materials and equipment are available to professional staff members. Professional staff members are also provided with telephones in the schools of the District for school business use. Parking spaces are provided for staff during normal work hours. In addition, duplicating equipment is available to professional staff in carrying out their various District responsibilities.

Professional staff members are expected to help maintain and keep orderly the areas and equipment that are provided for their use. Custodial staff assigned to each school facility will be responsible for keeping all facilities clean and in good repair.

Adopted: February 15, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF

Classified support staff in the Caesar Rodney School District will include all employees not required to hold a professional certificate. Whether full-time or part-time, classified support staff will include the following employees:

- Custodial and maintenance employees.
- Secretarial employees.
- Food service employees.
- Paraprofessional employees.
- Non-certified technical specialists.

Classified support staff are expected to conduct themselves in a professional manner at all times. They serve as representatives of the District, and their attitudes and behaviors have an important impact on others.

Adopted: February 15, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF POSITIONS

The Superintendent of the Caesar Rodney School District is authorized by the Board of Education to establish classified support staff positions within the limits of the local budget and state allocated positions.

Job descriptions outline the primary duties and responsibilities of all classified support staff positions, thereby communicating job expectations. These job expectations are used as a basis for performance evaluations. Job descriptions and evaluation instruments for all classified support staff are maintained by the Office of Human Resources.

The following definitions apply to classified support staff:

Full-time: Employees whose regular assignments require them to work no less than 37.5 hours per week excluding vacation, sick leave and holidays.

Part-time: Employees whose regular assignments require them to work less than 37.5 hours per week.

Temporary: Employees who accept assignments for a predetermined period of time. The length of service for an assignment may be based on:

- Time needed to complete a specific task.
- A specific date set for the termination of an assignment.
- The return of a full-time or part-time employee from an absence.

Substitute: Employees who accept substitute assignments on a daily basis or on a long-term basis for a daily rate of pay.

Adopted: February 15, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF CONTRACTS AND COMPENSATION
CONTRACTS

The Caesar Rodney School District does not issue contracts to classified support staff members.

COMPENSATION

Salaries for classified support staff members are determined in accordance with the State salary schedule and the schedule of local supplements agreed upon by the Board of Education through the applicable negotiated and meet and confer agreements. Placement on the salary schedule will be through the regulations of the State Board of Education with regards to experience and education/training.

Adopted: April 18, 2000

CLASSIFIED SUPPORT STAFF FRINGE BENEFITS

All Caesar Rodney School District employee benefits, other than those established through the Negotiated Agreement or provided by the State of Delaware, will be subject to Board policy. The Superintendent will provide for the interpretation and application of the Board's policies and decisions regarding benefits.

Adopted: April 18, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF FRINGE BENEFITS

All benefits outlined below will be available to Caesar Rodney School District staff as prescribed for each benefit.

Health Insurance

The State of Delaware will provide 100% funding for all basic plans for all employees who work 30 or more hours per week, after three months of employment. The District will supplement the basic plan up to the maximum each month that is established by the Negotiated Agreement.

Dental Insurance

Dental insurance will be provided to all employees who work 30 or more hours per week as per the specifications of the Negotiated Agreement. Part-time employees who work more than 15 hours per week but less than 30 hours may participate in the group insurance but must pay the full cost of the coverage.

Disability Insurance

Disability insurance will be provided to all employees who work 30 or more hours per week, as per the specifications of the Negotiated Agreement, with the exception of hourly food service workers

Life Insurance

Life insurance will be available to all employees who work 15 hours or more per week through the State group plan which provides term life insurance based on the employee's salary. The maximum base amount available will be established by the State. Employees may elect coverage in multiples of one, two, or three times their salary or the base amount, whichever is less. Employees will be eligible after three months employment. Premiums will be paid through payroll deductions.

Liability Insurance (General)

The Board will provide general liability insurance for all employees and volunteers. The District's policy will provide for the payment of all damages and defense costs in any suit seeking damages. The policy will also cover student teachers, all volunteers, and malpractice for nurses and therapists. Criminal cases as well as punitive damages will not be covered.

Blood Bank

The District will pay the membership fee for all employees who work 30 or more hours per week and who are interested in joining the Blood Bank of Delaware. Individual employees will be responsible for donating blood.

Delaflex

Participation in the Delaware State Employee Flexible Benefits Program will be available to all permanent employees. Employees will be expected to conform with State regulations for enrollment and participation in this program that provides employees an opportunity to pay for eligible health and dependent care services using tax free monies.

The State of Delaware Deferred Compensation Program

Participation in the tax shelter program administered by the State of Delaware will be available to all permanent employees. Arrangements for participation will be made by the employee through the District payroll office.

Private Tax Shelters

Participation in private 403b tax shelter programs will be available to all permanent employees. Arrangements for participation will be made by the employee through the District payroll office.

Savings Bonds

All employees will be afforded the opportunity to participate in purchasing Federal Savings Bonds through regular payroll deductions. Arrangements for participation will be made by the employee through the District payroll office.

Adopted: April 18, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF LEAVES AND ABSENCES

The Caesar Rodney School District Board of Education recognizes the need for excellent attendance among classified support staff members in order to achieve an efficient and effective school system. The Board believes it is unrealistic to think there will never be absences among classified support staff members; however, it is reasonable to expect that all classified support staff will maintain an exemplary attendance pattern. As a result, in order to promote and recognize good staff attendance, the Board will implement an attendance recognition program.

CROSS REFS: GBL, Recognition of Accomplishments

Adopted: April 18, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF SICK LEAVE

Sick leave for Caesar Rodney School District classified support staff is provided for in the Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education, or the applicable Meet and Confer Agreements for the various groups of classified support staff, as well as applicable State and Federal laws. Specific information regarding the implementation of sick leave can be found in the agreements cited and in the Classified Support Staff Handbook.

Donated Sick Leave:

The District maintains procedures to implement Senate Bill 190-Donated Leave (1997). Procedures and other information are available in the Office of Human Resources.

LEGAL REFS: 14 Del Code 1318
Negotiated Agreement Between the Caesar Rodney Education Association
 and the Board of Education
Negotiated Agreement Between the Caesar Rodney Support Association
 and the Caesar Rodney Board of Education
Caesar Rodney Secretary/Clerical Meet and Confer Agreement
Caesar Rodney Maintenance Meet and Confer Agreement
Caesar Rodney Food Service Meet and Confer Agreement
Caesar Rodney Classified Support Staff Handbook

Adopted: March 21, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF TEMPORARY LEAVES OF ABSENCE

Temporary leaves of absence for Caesar Rodney School District classified support staff are provided for in the Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education, the Negotiated Agreement Between the Caesar Rodney Support Association and the Board of Education, or the applicable Meet and Confer Agreements for the various groups of classified support staff, as well as applicable State and Federal laws. Specific information regarding the implementation of temporary leaves can be found in the agreements cited and in the Classified Support Staff Handbook.

LEGAL REFS:

14 Del Code 1318
Negotiated Agreement Between the Caesar Rodney Education Association and the Caesar Rodney Board of Education
Negotiated Agreement Between the Caesar Rodney Support Association and the Caesar Rodney Board of Education
Caesar Rodney Secretary/Clerical Meet and Confer Agreement
Caesar Rodney Maintenance Staff Meet and Confer Agreement
Caesar Rodney Food Service Meet and Confer Agreement
Caesar Rodney Classified Support Staff Handbook

Adopted: March 21, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF MATERNITY/PATERNITY/PARENT LEAVE

Maternity/paternity/parental leaves of absence for Caesar Rodney School District classified support staff are provided for in the Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education, the Agreement Between the Caesar Rodney Support Association and the Board of Education, or the applicable Meet and Confer Agreements for the various groups of classified support staff, as well as applicable State and Federal laws. Specific information regarding the implementation of these leaves can be found in the agreements cited and in the Classified Support Staff Handbook.

LEGAL REFS: 14 Del Code 1318
 Negotiated Agreement Between the Caesar Rodney Education Association
 and the Board of Education
 Negotiated Agreement Between the Caesar Rodney Support Association
 and the Caesar Rodney Board of Education
 Caesar Rodney Secretary/Clerical Meet and Confer Agreement
 Caesar Rodney Maintenance Staff Meet and Confer Agreement
 Caesar Rodney Food Service Meet and Confer Agreement
 Caesar Rodney Classified Support Staff Handbook

Adopted: March 21, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF MILITARY LEAVE

Military leave for Caesar Rodney School District classified support staff is provided for in the Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education, the Negotiated Agreement Between the Caesar Rodney Support Association and the Board of Education, or the applicable Meet and Confer Agreements for the various groups of classified support staff, as well as applicable State and Federal laws. The Caesar Rodney Board of Education recognizes and supports individuals serving in the armed forces of the United States. Whenever possible, classified support staff members serving in the military are encouraged to schedule their active duty service at times when it is least disruptive to the District's educational program. Requests for military leaves of absence must be forwarded to the Superintendent and approved by the Board.

LEGAL REFS: 29 Del Code 5105
Negotiated Agreement Between the Caesar Rodney Education Association
and the Board of Education
Negotiated Agreement Between the Caesar Rodney Support Association
and the Caesar Rodney Board of Education
Caesar Rodney Secretary/Clerical Meet and Confer Agreement
Caesar Rodney Maintenance Staff Meet and Confer Agreement
Caesar Rodney Food Service Meet and Confer Agreement
Caesar Rodney Classified Support Staff Handbook

Adopted: March 21, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF VACATIONS AND HOLIDAYS

The Caesar Rodney School District Board of Education adopts an annual District Calendar which specifies the vacations and holidays included in the school year. Depending on the job classification, classified support staff vacation information is covered in the Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education, the Negotiated Agreement Between the Caesar Rodney Support Association and the Board of Education, or the applicable Meet and Confer Agreements for the various groups of classified support staff.

Classified support staff members who qualify for annual vacation leave are responsible for submitting their requests for approval in accordance with established District procedures.

LEGAL REFS: Negotiated Agreement Between the Caesar Rodney Education
 Association and the Board of Education
 Negotiated Agreement Between the Caesar Rodney Support Association
 and the Board of Education
 Caesar Rodney Secretary/Clerical Meet and Confer Agreement
 Caesar Rodney Maintenance Staff Meet and Confer Agreement
 Caesar Rodney Food Service Meet and Confer Agreement
 Caesar Rodney Classified Support Staff Handbook

Adopted: March 21, 2000

CLASSIFIED SUPPORT STAFF RECRUITING

The Caesar Rodney School District Board of Education budgets for classified support staff positions in the District on the basis of need. The selection of candidates for such positions will be the responsibility of the Director of Human Resources. All vacancies will be posted in accordance with the applicable Negotiated and Meet and Confer Agreements. In keeping with the principles of equal opportunity and nondiscrimination, the Board will employ and promote the best-qualified applicants for existing vacancies regardless of race, color, religion, gender, age, disability, national origin or ancestry.

LEGAL REFS.: Negotiated Agreement Between the Caesar Rodney Support Association and
 the Board of Education
 Secretarial/Clerical Support Staff Meet and Confer Agreement
 Maintenance Support Staff Meet and Confer Agreement
 School Food Service Staff Meet and Confer Agreement

Adopted: February 15, 2000

Caesar Rodney School District, Wyoming, Delaware

POSTING AND ADVERTISING OF CLASSIFIED SUPPORT STAFF VACANCIES

The Caesar Rodney School District Board of Education strives to provide the most qualified classified support staff available for the District regardless of race, color, religion, gender, age, disability, national origin or ancestry. All of its policies and procedures with respect to employing and assigning personnel will be based on this principle.

The District will post all classified support staff vacancies in accordance with applicable Negotiated and Meet and Confer Agreements. Advertisements may be placed in District schools and state and local newspapers.

The District is an Equal Opportunity Employer.

LEGAL REFS.: Negotiated Agreement Between the Caesar Rodney Support Association and
 the Board of Education
 Secretarial/Clerical Support Staff Meet and Confer Agreement
 Maintenance Support Staff Meet and Confer Agreement
 School Food Service Staff Meet and Confer Agreement

Adopted: February 15, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF HIRING

Because the quality of the staff hired by the Caesar Rodney School District Board of Education is the major component of an effective, productive educational program, the Board and the administration of the District make every effort possible to attract and retain the best-qualified personnel. All professional staff members of the District are appointed by the Board upon the recommendation of the Superintendent.

It is the policy of the Board that all employees hired to work in the District complete a Criminal Background Check with the Delaware State Police per Delaware law. This includes full- and part-time employees, substitutes and extra-curricular activity coaches. The Office of Human Resources is charged with the responsibility for carrying out the intent of this section of the policy and maintaining confidential files of the criminal background check results.

LEGAL REFS.: 11 Del. C. 8570-8572
 Statement of the Law and Regulations Relating to Criminal Background
 Checks for Personnel in Public Schools

Adopted: March 21, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF QUALIFICATIONS AND REQUIREMENTS

All classified support staff of the Caesar Rodney School District should have the following information on file in the Office of Human Resources:

- Application and references.
- Copy of Social Security card.
- Copy of driver's license or other photo ID.
- Criminal background check (those hired after 1994).
- Documentation of citizenship.
- Income tax withholding form.
- Result of tuberculosis test.
- Physical exam report.

All classified support staff must have a high school diploma with the exception of those outlined in the applicable Negotiated and Meet and Confer Agreements.

LEGAL REFS.: Negotiated Agreement Between the Caesar Rodney Support Association and
 the Board of Education
 Secretarial/Clerical Support Staff Meet and Confer Agreement
 Maintenance Support Staff Meet and Confer Agreement
 School Food Service Staff Meet and Confer Agreement

Adopted: February 15, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF SELECTION PROCESS

The Superintendent of the Caesar Rodney School District authorizes the posting of classified support staff positions by the Director of Human Resources. Positions are posted following the requirements of the applicable Negotiated and Meet and Confer Agreements. Applications are received by the Office of Human Resources and screened by the Director.

The Director of Human Resources arranges for applicants to interview with the building principal or his/her designee. The building principal or his/her designee shall forward the recommendation to the Director of Human Resources who submits the recommendation to the Superintendent and the Board of Education.

The Director of Human Resources contacts the first choice applicant and offers a position to the applicant pending Board approval. Once the applicant has been approved for employment, the Director completes the employment process and appropriate follow-up procedures for the new employee.

LEGAL REFS.: Negotiated Agreement Between the Caesar Rodney Support Association and
 the Board of Education
 Secretarial/Clerical Support Staff Meet and Confer Agreement
 Maintenance Support Staff Meet and Confer Agreement
 School Food Service Staff Meet and Confer Agreement

Adopted: February 15, 2000

Caesar Rodney School District, Wyoming, Delaware

QUALIFICATIONS OF CLASSIFIED SUPPORT STAFF SUBSTITUTES

All Caesar Rodney School District classified support staff substitutes must complete an application packet for employment and have a criminal background check completed through the Delaware State Police.

Information required in the files of substitutes includes the following:

- Application and references.
- Copy of Social Security card.
- Copy of driver's license or other photo ID.
- Criminal background check (those hired after 1994).
- Documentation of citizenship.
- Income tax withholding form.
- Result of tuberculosis test.
- Physical exam report.

Adopted: February 15, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF PROBATION, TENURE AND SENIORITY

The classified support staff of the Caesar Rodney School District serve a probationary period of employment which varies according to the employee category. Probationary periods are determined by the applicable Negotiated and Meet and Confer Agreements. At the end of the probationary period the employees become members of the permanent staff.

Seniority in the District is in accordance with the applicable Negotiated and Meet and Confer Agreements.

LEGAL REFS.: Negotiated Agreement Between the Caesar Rodney Support Association and
 the Board of Education
 Secretarial/Clerical Support Staff Meet and Confer Agreement
 Maintenance Support Staff Meet and Confer Agreement
 School Food Service Staff Meet and Confer Agreement

Adopted: February 15, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Classified support staff of the Caesar Rodney School District are assigned and transferred in accordance with the applicable Negotiated and Meet and Confer Agreements.

LEGAL REFS.: Negotiated Agreement Between the Caesar Rodney Support Association and
 the Board of Education
 Secretarial/Clerical Support Staff Meet and Confer Agreement
 Maintenance Support Staff Meet and Confer Agreement
 School Food Service Staff Meet and Confer Agreement

Adopted: February 15, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF SCHEDULES AND CALENDARS

In accordance with the Delaware Code and Department of Education (DOE) regulations, the Caesar Rodney School District Board of Education establishes time schedules and a yearly calendar to enable the District schools to operate most efficiently.

LEGAL REFS: 14 Del Code 1049
 DOE Regulations

Adopted: March 21, 2000

Caesar Rodney School District, Wyoming, Delaware

LENGTH OF CLASSIFIED SUPPORT STAFF WORK DAY

The length of the classified support staff work day in the Caesar Rodney School District is established by the Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education, the Negotiated Agreement Between the Caesar Rodney Support Association and the Board of Education, or the applicable Meet and Confer Agreements between the various classified support staff groups and the Board of Education.

LEGAL REFS: Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education
 Negotiated Agreement Between the Caesar Rodney Support Association and the Board of Education
 Secretarial/Clerical Support Staff Meet and Confer Agreement
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Adopted: March 21, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF WORKLOAD

The Caesar Rodney School District Board of Education believes that a fair, equitable and reasonable workload for all classified support staff positions in the District enhances the delivery of quality instruction to all students. Therefore, the Board is committed to assuring appropriate workloads for all classified support staff members. Specific information about classified support staff work loads is included in the Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education, the Negotiated Agreement Between the Caesar Rodney Support Association and the Board of Education, and the applicable Meet and Confer Agreements of the various classified support groups and the Board of Education.

LEGAL REFS: Negotiated Agreement Between the Caesar Rodney Education Association
 and the Board of Education
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Adopted: March 21, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF EXTRA DUTY

Extra duty for classified support staff in the Caesar Rodney School District is defined as those duties that are above and beyond those specified in the job descriptions of classified support staff. Such duties may be for extra-curricular positions appointed by the Board of Education (i.e. coaches and sponsors) or may be on an hourly basis as appointed by the principal or the principal's designee for the purpose of providing services needed for the events or programs (i.e. scorers, timers, ticket collectors).

Extra-Curricular Positions

Extra-curricular appointments must be approved by the Board upon the recommendation of the Superintendent and are listed in the District's Guide to Extra-Curricular Activities. Appointees are issued contracts for the terms of their extra-curricular appointments stating their particular assignments, their duration and the compensation to be paid.

The Guide to Extra-Curricular Activities includes all positions approved by the Board, a points rating for each position set by an Extra-Curricular Salary Committee which periodically reviews the extra-duty assignments, a dollar value for each point allocated to each position in the guide, and the resultant total compensation for each position. Any additions and/or deletions of positions to the Guide to Extra-Curricular Activities are at the direction of the Board upon the recommendation of the Superintendent. Proposals for additions and/or deletions to the Guide to Extra-Curricular Activities must be submitted to the Superintendent by building principals. The Office of Human Resources coordinates and maintains the Guide to Extra-Curricular Activities and the Director of Human Resources chairs the Extra-Curricular Salary Committee.

The amount of money paid for each point assigned to an extra-curricular position and the process for filling extra duty positions are in accordance with the provisions of the Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education.

Extra-Duty Assignments for Events and Programs

In order to provide services needed at school-related events and programs, it may be necessary to employ individuals to provide monitoring services so that students may benefit from a variety of extra-curricular events and programs made available by the District. These support service individuals are appointed by the principal or the principal's designee in the school where the events take place. They are paid on an hourly basis or they are paid a fee for the specific event. The need for support services to monitor extra-curricular events and programs is determined by the principal of the school where the events take place.

LEGAL REF: Negotiated Agreement Between the Caesar Rodney Education Association
and the Board of Education

CROSS REF: GCMD, Professional Staff Extra Duty Assignments

Adopted: March 21, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF MEETINGS

Within the Caesar Rodney School District, staff meetings are important activities vital to effective communication among the District's various constituencies and the smooth operation of the schools. The Board of Education understands that at times scheduling such activities requires classified support staff to meet before or after their regular work hours. The Board appreciates the commitment of the District staff in participating in these important activities as well as the personal sacrifices individual staff members make in order to facilitate them. At no time will the Board require classified support staff members to attend such activities other than as prescribed in the applicable Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education, the Negotiated Agreement Between the Caesar Rodney Support Association and the Board of Education, or the applicable Meet and Confer Agreements between the various classified support staff groups and the Board of Education.

LEGAL REFS: Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education
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Adopted: March 21, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF REDUCTION IN FORCE

The Caesar Rodney School District Board of Education, when faced with declining enrollment, program changes, or fiscal constraints, reserves the right and responsibility to reduce the staff as necessary and appropriate. The primary objective when reducing the work force is the maintenance of a fair and balanced educational program consistent with the functions and responsibilities of the District. The District implements staff reduction procedures in accordance with the Fair Dismissal Procedures in the Negotiated Agreement Between the Caesar Rodney Education Association and the Board of Education, the Negotiated Agreement Between the Caesar Rodney Support Association and the Board of Education, or applicable Meet and Confer Agreements as well as State law.

LEGAL REFS: 14 Del Code, Chapter 14
 Negotiated Agreement Between the Caesar Rodney Education Association
 and the Board of Education
 Negotiated Agreement Between the Caesar Rodney Support Association
 and the Board of Education
 Caesar Rodney Secretarial/Clerical Meet and Confer Agreement
 Caesar Rodney Maintenance Staff Meet and Confer Agreement
 Caesar Rodney Food Service Meet and Confer Agreement
 Caesar Rodney Classified Support Staff Handbook

Adopted: March 21, 2000

Caesar Rodney School District, Wyoming, Delaware

NON-SCHOOL EMPLOYMENT OF CLASSIFIED SUPPORT STAFF

The Caesar Rodney School District Board of Education believes that persons employed on a regular, full-time basis are responsible for carrying out all assigned duties associated with their positions. Therefore, the Board expects employees to give the responsibilities of their positions precedence over any type of outside work.

The outside work done by a District staff member is not of concern unless it:

- Prevents employees from performing responsibilities in an effective manner.
- Is prejudicial to employees' effectiveness in their positions.
- Is compromising or embarrassing to the District.
- Raises a question of conflict of interest.

Employees may not perform any duties related to outside jobs during regular working hours or during additional time that is needed to fulfill the responsibilities of their positions. Employees are not permitted to use any District facilities, equipment, or materials in performing outside work.

CROSS REF: GCR, Non-School Employment of Professional Staff

Adopted: March 21, 2000

Caesar Rodney School District, Wyoming, Delaware

CLASSIFIED SUPPORT STAFF FACILITIES

The Caesar Rodney School District Board of Education recognizes that a positive work environment is important and that adequate facilities contribute to positive staff morale as well as to the educational program of the District. To the extent possible, the classified support staff is provided with adequate and conducive workspace. Equipment and materials are available to classified support staff as needed. Classified support staff members are also provided with telephones in the schools of the District for school business use. Parking spaces are provided for staff during normal working hours.

It is the expectation of the Board that facilities be maintained and organized by staff members utilizing District facilities. The facilities are to be cleaned and kept in good repair by the custodians assigned to each school facility.

CROSS REF: GCV, Professional Staff Facilities

Adopted: March 21, 2000