

## 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
  - GDAA 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 Policy

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Title IX's prohibition on discrimination on the basis of sex includes: (1) discrimination based on sexual orientation; and (2) discrimination based on gender identity. All public schools, like Caesar Rodney School District (“the District”), that receive any Federal funds must comply with Title IX.

Under Title IX, schools must operate free from sex discrimination, including sexual harassment.

Any of the following conduct on the basis of sex constitutes sexual harassment:

- A school employee conferring an educational benefit or service upon a person’s participation in unwelcome sexual conduct (often called “*quid pro quo*” harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; or
- "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

The District has a responsibility to respond promptly and equitably. If the District knows or reasonably should know about sex discrimination, sexual harassment, or sexual violence within the District’s education program or activity, the District will take immediate action to eliminate the sex discrimination, sexual harassment, or sexual violence, prevent its recurrence, and address its effects.

A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the District of its duty under Title IX to resolve complaints promptly and equitably.

The District does not discriminate on the basis of sex, nor does it tolerate discrimination on the basis of sex in its education programs and activities. The District strives to provide an environment free from sex discrimination, including sexual harassment. The District encourages students, parents, and staff to identify barriers to a discrimination-free environment in all schools. Any person (*e.g.*, the alleged victim or any third party) may make a report to the Title IX Coordinator.

Complaints and/or inquiries concerning allegations of sexual harassment, or discrimination on the basis of sex, shall be directed to the District’s Title IX coordinator in person, or by phone, mail, or e-mail, or to the Office of Civil Rights. Any person (*e.g.*, the alleged victim or any third party) may report to the Title IX Coordinator. All complaints will be received and investigated in a prompt and equitable manner.

The District’s Title IX Coordinator is:

Kimberly Corbeil  
Supervisor of Instruction  
302-698-4800  
kimberly.corbeil@cr.k12.de.us

The Office of Civil Rights is located:  
Office for Civil Rights, Philadelphia  
U.S. Department of Education  
The Wanamaker Building  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323  
Tel: (215) 656-8541  
Fax: (215) 656-8605  
Email: *OCR.Philadelphia@ed.gov*

The Title IX Coordinator's responsibilities include overseeing all complaints of sex discrimination and sexual harassment, and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. If a report of sexual harassment is made to a District employee, the employee will inform the Title IX Coordinator.

When the Title IX Coordinator is aware of an allegation of sexual harassment, the Title IX Coordinator will promptly and confidentially reach out to the student alleging sexual harassment to discuss available options, including, but not limited to:

- The availability of supportive measures to restore access to the school's education program or activity with or without the filing of a formal complaint;
- The right to file a complaint to initiate an investigation into the sexual harassment allegations; and
- The process for filing a formal complaint.

The Title IX Coordinator will provide the complainant with information concerning the right to supportive measures even if no formal complaint is filed. The District will consider the alleged victim's wishes with respect to requests for supportive measures.

The respondent may also benefit from supportive measures. Supportive measures are free, individualized services designed to restore or preserve equal access to education, protect safety, or deter sexual harassment, not disciplinary or punitive, and without unreasonably burdening any other person. Examples of supportive measures may include:

- Counseling;
- Extensions of deadlines or other course-related adjustments;
- Modifications of work or class schedules;
- Campus escort services;
- Leave of absence;
- Increased security or monitoring of certain parts of campus; and/or
- Mutual restrictions on contact between individuals.

The District will keep confidential any supportive measures provided to the extent it does not impair the District's ability to provide the supportive measure. The Title IX Coordinator is responsible for coordinating the effective supportive measures.

### **FORMAL COMPLAINT OF SEXUAL HARASSMENT**

A **formal complaint** is an official document alleging sexual harassment. The District will investigate the allegations set forth in a formal complaint.

A formal complaint must be submitted by the student, or the student's parent or legal guardian (in some cases), or signed by the Title IX Coordinator.

Formal complaints may be filed with the Title IX Coordinator in person, by mail, by telephone, or by email:

Title IX Coordinator  
Kimberly Corbeil  
Supervisor of Instruction  
302-698-4800  
kimberly.corbeil@cr.k12.de.us

Even if the student opts not to file a formal complaint, the Title IX Coordinator may decide to file a formal complaint on his/her own, which starts an investigation.

Emergency Removal: A respondent may be removed from education programs or activities on an emergency basis if the respondent poses an immediate threat to anyone's physical health or safety.

### **GRIEVANCE PROCESS:**

The following are procedures for the grievance process for student and employee complaints of sexual harassment:

- The individuals involved in this grievance process are prohibited from discriminating against a complainant or respondent on the basis of sex.
- Prior to the interview of the respondent, both parties (the complainant and respondent) will receive written notice of the grievance process, notice of the allegations, the presumption of innocence of the respondent, an equal opportunity to select an advisor of the party's choice (who may be, but does not need to be, an attorney), an equal opportunity to submit, inspect, and review evidence throughout the investigation, [**Note to Districts: if the school's code of conduct includes a provision for knowingly making false statements or submitting false information then it needs to be included here**], and notice of the opportunity to engage in informal resolution.
- The District will provide written notice of the date, time, location, participants, and purpose of all hearings, interviews, or other meetings, with sufficient time for the party to prepare.

- The District will provide equal opportunities for the parties and their advisors to inspect and review the evidence obtained by the school as part of its investigation, if the information is directly related to the allegations raised in the formal complaint.
- The District will give the parties a meaningful opportunity to respond to the evidence after the District has provided it.
- After gathering evidence, the District will provide an investigative report on the allegations of the formal complaint. The parties will have 10 calendar days to respond to the report in writing. If responses are submitted, the District will consider the response before finalizing the investigative report.
- The investigative report will then be finalized and provided to the parties. The investigative report will be circulated to the parties at least another 10 calendar days before any determination of responsibility, or 10 calendar days before a hearing, if a hearing occurs.
- Temporary delays are permitted only for good cause. Good cause can include law enforcement activities, the absence of a party or witness, the absence of a party's advisor of choice, or the need to provide language assistance or accommodations of disabilities.
- The District will protect parties' privacy by requiring a party's written consent before using the party's medical, psychological, or similar treatment records during the grievance process.
- No information protected by a legal privilege, such as the attorney-client privilege or the doctor-patient privilege, can be used during an investigation unless the person holding that privilege has waived it. Neither a party or the school is allowed to seek or permit questions about, or allow the introduction of evidence that is protected by a recognized privilege.
- The relevant evidence, including inculpatory and exculpatory evidence, will be objectively evaluated.
- Credibility determinations will not be made on the basis of a person's status as a complainant, respondent, or witness.
- The District will apply a presumption that the respondent is not responsible during the grievance process (often called a "presumption of innocence").
- The District bears the burden of proof and must correctly apply the standard of evidence. Any finding of responsibility comes at the conclusion of the grievance process. The District will use the preponderance of the evidence standard (the same standard will be used for formal complaints against students as for formal complaints against employees);
- The District will either hold a live hearing, or allow the parties to submit relevant written questions for the other parties and witnesses to answer prior to making a determination;
- If a live hearing is held, the parties' advisors are permitted to cross-examine other parties and witnesses. No party is permitted to cross-examine other parties and witnesses. If a party does not have an advisor, the District will provide the party with an advisor of the District's choosing, free of charge, solely for the purpose of conducting relevant cross-examination on that party's behalf. The advisor does not need to be a lawyer.

- The decision-maker cannot draw an inference about the responsibility for a policy violation based solely on a party's absence from the hearing or refusal to answer cross-examination or other questions.
- If either party requests it, the entire hearing will be held with the parties located in separate rooms, with technology enabling everyone to see and hear each other.
- In order to better coordinate schedules, the District may choose to hold the entire live hearing virtually, or the District may allow some participants to appear virtually, with technology that allows everyone to see and hear each other.
- The District will comply with all disability laws, so that individuals with disabilities who participate in a school's grievance process are appropriately accommodated.
- The decision-maker will make a determination as to whether a question asked by a party advisor is relevant BEFORE the party or witness has to answer it.
- Questions and evidence about a complainant's prior sexual history are not relevant, with two limited exceptions:
  1. Where such information is offered to prove that someone other than the respondent committed the alleged sexual harassment; or
  2. It relates to sexual behavior between the complainant and respondent offered to prove consent.
- The District will create an audio or audiovisual recording, or transcript, of any live hearing, and make it available to the parties for inspection and review.

**DECISION-MAKER AND DETERMINATION OF RESPONSIBILITY:**

- The District will ensure the decision-maker is not the same person as the investigator or the Title IX Coordinator and will ensure there are no other conflicts of interest or bias with any of the individuals involved in the grievance process.
- The District will ensure all decision-makers receive training regarding bias and relevancy of evidence.
- Whether or not a hearing was held, the District's decision-maker will objectively evaluate the relevant evidence and reach conclusions about whether the respondent is responsible for the alleged sexual harassment.
- The decision-maker will weigh the relevant evidence and decide whether it meets the District's standard of evidence for sexual harassment.
- The District will send the written determination simultaneously to the parties, along with information regarding how to appeal the determination.
- The decision-maker's written determination will include the following:
  1. The portion of the school/district's policy that was violated;

2. A description of the procedural steps that were taken by the District;
  3. A findings of fact section;
  4. A section that draws conclusions after applying the facts to the portion of the school/district's policy that applies;
  5. A statement and rationale for the ultimate determination of responsibility;
  6. Any disciplinary sanctions that the District will impose on the respondent, and a statement regarding whether the District will provide remedies to the complainant;
  7. A statement and rationale for any remedies for the complainant, addressing how those remedies will restore and preserve equal access; and
  8. A statement of the District's procedures that the parties have a right to appeal the initial determination regarding responsibility, and the permissible bases for appeal.
- If a respondent is found responsible for sexual harassment, the District will effectively implement remedies for a complainant designed to preserve or restore equal access to the school's education program or activity.
  - A complainant's remedies can be disciplinary against the respondent and can range from a disciplinary referral to a recommendation for expulsion depending on the circumstances. Supportive measures such as the following may also be implemented:
    - Counseling;
    - Extensions of deadlines or other course-related adjustments;
    - Modifications of work or class schedules;
    - Campus escort services;
    - Leave of absence;
    - Increased security or monitoring of certain parts of campus; and/or
    - Mutual restrictions on contact between individuals (if there is a determination of sexual harassment, a no-contact restriction may be implemented).
  - **Dismissal of Complaints:**
    - **Mandatory Dismissals**
      - The District must dismiss a complaint that:
        - Does not describe conduct that meets the definition of sexual harassment;

- Alleges sexual harassment that did not occur in the District’s education program or activity; and/or
  - Alleges sexual harassment that did not occur in the United States at all.
  - These complaints may be addressed under the code of conduct depending on the circumstances.
- **Discretionary Dismissals:**
    - The District may dismiss a complaint if:
      - If the complainant notifies the Title IX coordinator in writing that the complainant wishes to withdraw the formal complaint or some of its allegations;
      - If the respondent is not enrolled in, or employed by, the District; or
      - If specific circumstances prevent the school from gathering evidence sufficient to reach a determination about the allegations.
    - In the event of a dismissal of a formal complaint, the District will promptly send written notice of the dismissal and the reasons to both parties. Either party has the option to appeal the decision.
- Individuals involved in the process will be trained in accordance with Title IX regulations, and the materials used to train Title IX personnel are available on the District’s website.

**APPEAL OF THE DETERMINATION OF RESPONSIBILITY:**

The complainant or respondent may appeal the decision-maker’s determination of responsibility or the dismissal of a formal complaint, to the Superintendent (or designee) within 10 calendar days of receiving the determination of responsibility or the notice of dismissal. The appeal decision-maker will not be the same individual who made the determination of responsibility, the investigator, or the Title IX Coordinator.

The following are permissible grounds for an appeal:

1. A procedural irregularity affected the outcome of the matter;
  2. New evidence has been discovered that was not reasonably available at the time of the determination on responsibility or dismissal; and/or
  3. A conflict of interest on the part of the Title IX Coordinator, an investigator who compiled evidence, or a decision-maker, and the conflict of interest affected the outcome.
- If a party files an appeal, the District will notify the parties in writing, and will implement appeal procedures equally.

- Both parties will have the opportunity to submit a written statement supporting or challenging the outcome.
- After considering the parties' written statements, the Appeal Decision Maker will issue a written decision no later than 15 calendar days from the parties' written submission and send it to the parties simultaneously.
- The Appeal Decision Maker's determination regarding whether the respondent is responsible for the sexual harassment allegations becomes final after appeal.

### **INFORMAL RESOLUTION PROCESS**

- In appropriate cases, the District may explore the facilitation of a voluntary, informal resolution of the formal complaint. This is not an option in any case where the respondent is a District employee.
- The District will only attempt informal resolution if each party enters the process completely voluntarily. No party will ever be forced or coerced into engaging in an informal resolution.
- The District will obtain the parties' voluntary, written consent before using any type of informal resolution process, such as mediation or restorative justice.
- The District will provide a facilitator who is free from conflicts of interest or bias, and who has received special training.
- Even in situations where the parties engage in voluntary informal resolution, the District will provide the complainant and respondent with notice of the allegations, notice of their rights, information about whether an informal process is confidential, and assurance that any party may withdraw from the informal resolution process at any time before an agreement is reached.

### **RECORD KEEPING**

The District will maintain the following records for 7 years:

1. Records of a school's investigation;
2. Records of any appeal and the materials associated with the appeal;
3. Materials used to train Title IX Coordinators, investigators, decision-makers, and anyone who facilitates an informal resolution; and
4. Records of supportive measures that the District took in response to a report or complaint of sexual harassment.

### **PROHIBITION OF RETALIATION**

The District prohibits retaliation against any individual, including complainants, respondents, and witnesses, for reporting sexual harassment or participating (or refusing to participate) in any Title IX grievance process.

If any individual feels that he or she has been threatened, coerced, or discriminated against in an effort to chill the exercise of Title IX rights, then he or she should make a report of retaliation. All complaints of retaliation should be reported to the Title IX Coordinator or the District's Superintendent, and the District will ensure a prompt and equitable resolution of the complaint.

It is not retaliation for the District to punish an individual for making a bad faith, materially false, statement during a Title IX grievance process. Additionally, engaging in protected speech under the First Amendment does not constitute retaliation.

The District will keep the identities of parties and witnesses confidential unless disclosure of an individual's identity is required under other laws or is necessary in order to conduct the grievance process.

Any individual shall have the right to file a formal complaint with the U.S. Department of Education, Office of Civil Rights at any time.

Office for Civil Rights, Philadelphia  
U.S. Department of Education  
The Wanamaker Building  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107  
Tel: (215) 656-8541  
Fax: (215) 656-8605  
E-mail: *OCR.Philadelphia@ed.gov*  
OCR Electronic Complaint Form:  
<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

Revised: February 2024  
March 2025

## 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



1<sup>st</sup> Reading: September 18, 2018

2<sup>nd</sup> Reading: October 23, 2018

3<sup>rd</sup> 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

2<sup>nd</sup> Reading: October 23, 2018

3<sup>rd</sup> Reading: November 20, 2018

Approved: November 20, 2018

## DRUG-FREE WORKPLACE

The Caesar Rodney School District (the “District”) provides a drug-free workplace in accordance with the Federal Drug-Free Workplace Act of 1988 and its implementing regulations and state law. The District's goal is to prevent the use of controlled substances, marijuana, and alcohol by employees in the School Environment.<sup>1</sup>

The unlawful manufacture, distribution, dispensing, use, or possession, or being under the influence of controlled substances (including marijuana, prescription medications not prescribed to the employee, and prescription medications taken in a dosage or frequency other than as prescribed) and/or alcohol by any employee in the School Environment or during the work day, 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 or marijuana), 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 this policy shall be reported to the Superintendent, who may report the violation to the appropriate police authority. Personnel action shall be taken in all cases for violations of this policy and in the event 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.

Nothing in this policy shall preclude the Board from taking concurrent and/or independent personnel action against the employee.

All employees shall notify the Superintendent in writing of any criminal controlled substance 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 pursuant to the schedule outlined in the accompanying regulation.

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<sup>1</sup> “School Environment” shall mean within or on school property, or at school sanctioned or supervised activities, including, for example, on school grounds, on school buses, at functions held on school grounds, at extracurricular activities held on and off school grounds, on field trips and at functions held at the school in the evening.

## **I. Prohibited Activities.**

All employees are prohibited from violating the above provisions of this policy and engaging in the following activities:

- a. The manufacturing, possession, sale, distribution, dispensation, receipt, transportation, consumption or being under the influence while in the School Environment, including in a District-owned or -leased vehicle, of alcoholic beverages, marijuana, illegal nonprescription drugs, any prescription drugs not prescribed to the employee, or drugs prescribed to the employee in a dosage or frequency that exceeds the dosage or frequency prescribed for the individual by a licensed physician;
- b. Placing, possessing or allowing the placement of any unauthorized alcoholic beverages, marijuana, illegal nonprescription drugs, or prescription drugs not prescribed to the employee in the School Environment, including in any District vehicles or equipment; or
- c. Refusal to submit to an alcohol, marijuana and/or drug test as required by this policy.

## **II. Disciplinary Action.**

In addition to the discipline outlined in the schedule outlined in the accompanying regulation, an employee who engages in any of the activities prohibited under this policy shall be subject to disciplinary action as follows:

- a. If an employee tests positive for marijuana, illegal nonprescription drugs, any prescription drugs not prescribed to the employee, or drugs prescribed to the employee in a dosage or amounts that exceeds the dosage or frequency prescribed for the individual by a licensed physician, the employee has 24 hours to request that the split sample be submitted for testing. If the split sample also tests positive, the employee shall be subject to discipline, up to and including termination. If the employee is not terminated, the District may require follow-up testing as required by a substance abuse professional or based upon reasonable suspicion.

## **III. Testing.<sup>2</sup>**

- a. *Reasonable Suspicion.* All employees shall be tested for alcohol content, marijuana, and/or the use of illegal nonprescription drugs, prescription drugs not prescribed to the employee, or drugs prescribed to the employee in a dosage or frequency that exceeds the dosage or frequency prescribed for the individual by

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<sup>2</sup> The United States Department of Transportation mandates drug and alcohol testing for employees in safety-sensitive positions, including those who are required to hold a commercial driver's license as set forth in 49 CFR § 382 and 49 CFR Part 40. Accordingly, all school bus drivers shall be subject to additional testing as required by federal law, including reasonable suspicion, random and post-accident testing.

a licensed physician if the employee's supervisor (two administrators, if available) or District administration reasonably suspects that the employee is using, is under the influence of, is in possession of or is unlawfully distributing substances or has otherwise violated this policy's prohibitions with respect to substances. At least one administrator must complete a copy of the reasonable suspicion form pre-testing, and provide a copy of the completed form to HR within 24 hours. The following is a non-inclusive list of factors that may lead to reasonable suspicion under this section:

- Odors (i.e., smell of alcohol or marijuana);
- Movements (unsteady, fidgety, dizzy);
- Eyes (dilated or constricted pupils, glassy, constricted, watery, involuntary eye movements);
- Face (flushed, sweating, confused or blank look, constant sniffing, redness under nose);
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts);
- Indicia of drug use (needle marks, possession of drug paraphernalia);
- Other observations (extreme drowsiness, sleeping, unconsciousness, slowed reaction rate, erratic behavior); or
- Other reasons set forth in a reasonable suspicion form, or in the training or experience of school officials, that suggest impairment.

b. *Refusal to submit to test.* An employee who refuses to submit to a drug and/or alcohol test is deemed to have tested positive if the employee:

- 1) Fails to provide an adequate breath sample without a valid medical explanation after the employee receives notice of the requirement of breath testing;
- 2) Fails to provide an adequate urine sample for testing without a valid medical explanation after the employee has received notice of the requirement for urine testing;
- 3) Fails to provide an adequate blood sample for testing without a valid medical explanation after the employee has received notice of the requirement for blood testing; or
- 4) Engages in conduct that clearly obstructs the testing process or submitting an adulterated or substituted specimen.

c. *Testing Procedures.*

Immediately after the District determines that an employee shall be tested, the District shall transport the employee to a collection site or certified collector to facilitate the collection of the appropriate specimen. Employees subject to a

collective bargaining agreement with the District shall have the reasonable opportunity to contact their union representative prior to testing under this policy.<sup>3</sup> Employees who are suspected of being under the influence shall not drive themselves to the collection site, school, home or elsewhere unless and until it is determined they are not under the influence.

All testing under this policy will be conducted by an independent testing facility or law enforcement agency. Drug or alcohol test samples/specimens will be collected by a certified collector approved by the District. Appropriate chain of custody documentation will be maintained.

Employees shall be placed on paid leave pending receipt of the testing results.

- d. *Cost of tests.* The District shall pay for the cost of the initial as well as the testing of the split sample.
- e. *Test results.*

Positive test results (or results determined to be adulterated, diluted, or substituted) will be communicated from the testing laboratory or law enforcement agency to the District. On receipt of positive test results (or results determined to be adulterated, diluted or substituted), the District will inform the employee. If the District receives negative test results, such shall also be communicated to the employee.

- f. *Positive tests.* Each employee who tests positive in violation of this policy shall be disciplined pursuant to the schedule outlined in the accompanying regulation.

With regard to alcohol, a positive test result shall be defined as blood alcohol content of 0.02 or higher.

With regard to marijuana, illegal drugs or controlled substances, the following cut-off levels resulting from gas chromatography/mass spectrometry (GC/MS) testing by a National Institute on Drug Abuse certified laboratory shall be defined as positive.

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<sup>3</sup> Per agreement with the CREA, all employees subject to a collective bargaining agreement with the District shall abide by this policy as if negotiated between the parties.

Substance	Confirmation Test In Nanograms per Mililiter
Cannabinoids Metabolite	15
Cocaine Metabolite	150
Codeine/Morphine	2000
Oxycodone/Oxymorphone	100
6-Acetylmorphone	10
Phencyclidine	25
Amphetamine/Methamphetamine	250
MDMA/MDA	250

The classes of drugs and confirmatory test levels above are taken from the U.S. Department of Transportation Drug Testing Procedures. If the Department of Transportation changes its procedures by adding drugs or classes of drugs or by changing confirmatory test levels, the District shall adopt and use those procedures.

If the drug and/or alcohol test is negative, there shall be no reference to such a test in the employee's personnel file.

- g. *Prescription or nonprescription medication.* If an employee is taking prescription or nonprescription medication in the appropriate dosage, quantity (as applicable) and manner, and tests positive because of taking that prescription or nonprescription medication, the employee shall share such information with the medical review officer at the collection site, who should not report a positive test.
- h. *Recreational Marijuana.* Employees are prohibited from the manufacture, possession, use, influence, sale, distribution, dispensation, receipt or transportation of recreational marijuana on school grounds.
- i. *Union Members.* Employees subject to a collective bargaining agreement with the District shall have the reasonable opportunity to contact their union representative prior to testing under this policy.<sup>4</sup>
- j. *Confidentiality.* All records relating to an employee's drug and/or alcohol test results will be kept confidential.

Adopted: April 1999

Revised: July 22, 2025

Caesar Rodney School District, Wyoming, Delaware

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<sup>4</sup> Per agreement with the CREA, all employees subject to a collective bargaining agreement with the District shall abide by this policy as if negotiated between the parties.

## 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:

- |  |                      |
|--|----------------------|
| A. All employees, first violation of the policy- distribution, possession or usage in School Environment   | Optional termination |
| B. If employee is not a bus or van driver, first violation of the policy- impairment/influence of alcohol with a blood alcohol concentration of less than .05% in School Environment- Five days unpaid suspension. Optional (at District discretion) participation in a mutually agreeable abuse program at the employee's expense with documented participation and cooperation in the program. | Optional termination |
| C. If employee is not a bus or van driver, first violation of the policy- impairment/influence of alcohol with a blood alcohol concentration of .05% or greater in School Environment  | Termination          |
| D. All employees, first violation of the policy, impairment/influence other than alcohol in School Environment   | Termination          |
| E. If employee is a bus or van driver, first violation of the policy involving impairment/influence of alcohol with a blood alcohol concentration of .02% or greater in School Environment   | Termination          |
| F. Second violation of policy  | Termination          |

**The District reserves the right to report any violation of the Drug-Free Workplace Policy to the appropriate law enforcement agency.**

## 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

# CAESAR RODNEY SCHOOL DISTRICT

## District Staff

### Acceptable Use Policy

#### 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 21<sup>st</sup> 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 full-time, part-time, substitute, third-party and volunteer staff of the Caesar Rodney School District.

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, district apps, 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.

### **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.

### **Digital Communication Tools**

The Caesar Rodney School District may provide staff with access to district-managed email accounts and messaging tools for the purpose of school-related communication. Access and usage may be subject to applicable district and school policies.

All district-provided accounts and any data or files stored within them are the property of the Caesar Rodney School District. These accounts are to be used solely for school-related activities and must not be used to register for or connect with non-approved third-party applications or services. Use of such services may result in loss of access and deletion of associated data at the district's discretion.

Users are expected to use these tools in a secure and responsible manner. This includes avoiding the transmission of personal or sensitive information, refraining from opening suspicious links or attachments, using appropriate language, and communicating only with individuals as permitted by district policy.

Online communications should reflect the same respectful, safe, and professional behavior expected in face-to-face interactions. Please note that all email and digital communications may be monitored and archived by the district.

### **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 and subject to review.

### **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.

The district reserves the right to install management or security software on any device connecting to the district's network, including BYOD.

### **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.

At any time, a device may be identified as a security risk by the Caesar Rodney School District or the State of Delaware's cybersecurity team. In such cases, the device may be confiscated, inspected, and, if necessary, wiped to protect the integrity of the district's network. For this reason, users should avoid storing important files locally and instead use district-approved cloud storage or network drives to ensure data is not lost.

## **Acceptable Online Behavior**

Users should model responsible digital behavior for students. Users should always use the Internet, network resources, and online sites and apps 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.

Under no circumstances should users share their district account credentials with anyone. Doing so could grant unauthorized access to sensitive information, including student or staff data, and may result in disciplinary action or other serious consequences.

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.

## **Compliance with Federal Regulations**

The Caesar Rodney School District is committed to protecting the privacy and safety of its students and staff in accordance with all applicable federal laws. All staff members are required to understand and adhere to the following regulations:

### **Children's Internet Protection Act (CIPA)**

The Children's Internet Protection Act (CIPA) requires K-12 schools and libraries to implement internet safety policies addressing:

- Access by minors to inappropriate online content.

- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- Unauthorized access, including "hacking," and other unlawful activities.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Measures designed to restrict minors' access to materials harmful to them.

The Caesar Rodney School District complies with CIPA by utilizing internet filtering technology to block or filter access to obscene, child pornography, and content harmful to minors. Staff are prohibited from disabling or circumventing these protective measures.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

All staff are required to protect the confidentiality of student education records and personally identifiable information (PII) as mandated by FERPA. This includes, but is not limited to:

- Student grades, attendance records, disciplinary actions, health information, and contact information.
- Information contained in student files, whether electronic or physical.

### ***Staff responsibilities under FERPA include:***

- ***Confidentiality:*** Do not disclose student PII to unauthorized individuals. This includes sharing information with individuals who are not legally entitled to it (e.g., parents without legal custody, or third parties without legitimate educational interest).
- ***Secure Handling:*** Ensure student records and PII are stored securely, whether in physical files or electronic systems. This means logging off computers, using strong passwords, not leaving student information visible on screens, and avoiding unsecured locations.
- ***Approved Systems:*** Only use district-approved systems and applications for storing, processing, or transmitting student data.
- ***No Public Disclosure:*** Do not post or share student PII, photos, or videos in public forums (including social media) without explicit, documented parental/guardian consent and in accordance with district policy.
- ***Reporting Breaches:*** Immediately report any suspected breach of student data privacy to the IT Department or appropriate administrator.

### **Children's Online Privacy Protection Act (COPPA)**

The Children's Online Privacy Protection Act (COPPA) (15 U.S.C. § 6501 et seq.) imposes certain requirements on operators of websites or online services directed to children under 13 years of age,

or operators that have actual knowledge that they are collecting personal information online from children under 13.

***Staff responsibilities under COPPA include:***

- ***Approved Tools Only:*** Staff must only use online services, educational apps, and digital tools that have been officially vetted and approved by the district for use with students, particularly those under 13.
- ***No Unauthorized Data Collection:*** Do not direct students to, or require students to use, any third-party website, app, or online service that collects personal information from children under 13 without the district's prior approval and parental consent, as required by law.
- ***Protect Student Accounts:*** Ensure that any student accounts created for educational purposes within approved platforms are managed securely and in a manner that protects student privacy.

**Health Insurance Portability and Accountability Act (HIPAA)**

While FERPA primarily governs student health information in an educational setting, the Health Insurance Portability and Accountability Act (HIPAA) (42 U.S.C. § 1320d et seq.) sets standards for protecting sensitive patient health information.

***Staff, particularly those with access to student health records (e.g., school nurses, counselors), must handle this information in a manner that complies with both FERPA and HIPAA regulations, as applicable, and state laws.*** This includes:

- Maintaining strict confidentiality of all student health information.
- Storing health records securely, both physically and electronically.
- Only sharing health information with authorized personnel on a need-to-know basis.

**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:

- 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)

Revised: September 2025

Caesar Rodney School District

## 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 Board of Education of the Caesar Rodney School District reserves the right to ensure that all employees can perform all essential job functions, with or without reasonable accommodation. Certain classes of applicants (for example, all custodians and bus drivers) may be subject to a fitness for duty evaluation after a conditional offer of employment is tendered. Other employees may be subject to a fitness for duty evaluation as permitted by law.

Revised: November 18, 2025

Adopted: April 20, 1999

## 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 CONCERN, COMPLAINTS AND GRIEVANCES

These Procedures shall only apply to appeals to the School Board in situations when (i) policy provides an appeal to the School Board or (ii) an appeal to the School Board is required by law, or (iii) the complaint concerns the interpretation of the rules and regulations of the School Board.

Prior to the initiation of the following appeal procedure, the complainant if an employee shall submit a written request to the immediate supervisor setting forth the grounds for appeal, in reasonable detail, within 10 calendar days of the earliest of (i) first becoming aware of the basis for the appeal, (ii) the date when the complainant reasonably should have known of the basis for the appeal, or (iii) the date when the complainant could have known of the basis for the appeal through reasonable diligence. The supervisor or designee may meet with the complainant. If the matter is not resolved within 20 calendar days of submission of the written request to the supervisor, the Superintendent level process in the next paragraph can be pursued. Notwithstanding any provision of this or any other policy, policy GBK cannot be utilized when a collective bargaining provides a means of redress for the complaint.

In the case of an employee having exhausted the prior step, or prior to the initiation of the following appeal procedure, the complainant shall submit a written request to the Superintendent setting forth the grounds for appeal, in reasonable detail, within 10 calendar days of the earliest of (i) first becoming aware of the basis for the appeal, (ii) the date when the complainant reasonably should have known of the basis for the appeal, or (iii) the date when the complainant could have known of the basis for the appeal through reasonable diligence. The Superintendent or designee may meet with the complainant. If the matter is not resolved within 20 calendar days of submission of the written request to the Superintendent, the following may then be initiated.

### I. INITIATION OF APPEAL PROCEDURE

- A. The complainant who feels aggrieved by a decision of a district employee may appeal that decision by serving a written Notice of Appeal, setting forth the grounds for appeal, in reasonable detail, upon the Executive Secretary of the Caesar Rodney School District Board of Education.
- B. Said Notice of Appeal shall be served by registered or certified mail within thirty (30) days after written notice to the appellant of the decision from which he/she has the right to appeal.
- C. The Secretary of the Board of Education shall docket any appeal received and schedule it for consideration no earlier than twenty (20) calendar days after receipt of the Notice of Appeal. The appeal may be heard in less than twenty (20) days if both parties agree.

- D. The Secretary of the Board of Education or the hearing officer shall notify the parties to the appeal of the consideration date and that written statements of position and/or legal briefs or legal memoranda may be filed no later than ten (10) days prior to that date. Failure to file written statements by the time specified may result in postponement of consideration of the appeal until statements are received or consideration of the appeal without the written statements.
1. The statement of position must clearly state the issues to be raised.
  2. The statement of position may also be accompanied by affidavits supporting the facts alleged therein.
  3. Briefs or legal memoranda shall be submitted with the statement of position if the grievance concerns a legal issue or interpretation.

## II. ORDER OF PROCEDURE - PRELIMINARY MATTERS

- A. The President of the Caesar Rodney School District Board of Education or his/her designated representative shall act as hearing officer and will announce that the hearing is being conducted under the provisions of the Procedures for Hearing Appeals. Alternatively, the Board may hire or appoint an impartial hearing officer to hear the case and make a recommendation to the Board.
- B. The hearing officer will advise the appellant that he/she has the choice of having the appeal heard in a private or public hearing.
- C. The hearing officer will declare the hearing to begin and will inquire as to whether there are any preliminary matters to be considered or any questions regarding the procedure to be followed.

## III. HEARING PROCEDURE

- A. The hearing officer shall conduct the hearing and make rulings of the admissibility of evidence.
- B. All parties to the appeal may be represented by counsel at their expense.
- C. The hearing officer shall note in the minutes of the hearing the names of the parties appearing and their counsel, if they are represented.
- D. The hearing officer may continue, adjourn, or postpone a hearing for good cause on motion of a party or upon its own motion.
- E. Any party may request the presence of a stenographic reporter on notice to the Secretary of the Board of Education at least ten (10) days prior to the consideration date. Such party shall be liable for the costs of said reporter.
- F. In the absence of a request for a stenographic reporter, the hearing officer shall cause an electronic transcript of the hearing to be made by tape recorder or other suitable device. Said electronic transcript shall be destroyed if no written request is made to preserve it within three (3) months of said hearing.

- G. Any documents introduced into evidence shall be marked by the Secretary of the Board of Education, the Recorder, or the Hearing Officer and shall be marked as "Appellant Exhibit" and all exhibits introduced by the Appellee shall be marked as "Appellee Exhibit," with the exhibits for each side bearing consecutive numerical designations. The Secretary, his/her Designee, or the Hearing Officer shall prepare a record listing the names of all persons present, their attorneys, the witnesses testifying for each side, and shall list all exhibits introduced during the course of the hearing.
- H. The order of presentation, where oral argument and/or witnesses are requested, shall be as follows:
  - 1. Appellant shall first present argument and/or witness testimony in his/her behalf.
  - 2. The appellee may then present its case or offer a rebuttal argument and or witness testimony in support of the decision.
  - 3. The appellant may then have an opportunity for rebuttal.
- I. All evidence is admissible which is relevant, material, reliable and probative, but which is not unduly repetitious or cumulative.
- J. Objections to the admission of evidence shall be brief and shall state the ground for such objections. Objections with regard to the form or question will not be considered. Objections shall be ruled upon by the Hearing Officer or the Board's attorney.
- K. Strict judicial rules of evidence shall not be applicable to this hearing, and in each instance the test of admissibility shall be whether the offered evidence is reasonable relevant to a material factual issue and whether it has substantial probative value with respect to such material issues. The Hearing Officer may limit or disallow cumulative or repetitious evidence and may curtail redundant questioning and may prohibit argumentative questioning or the badgering of a witness.
- L. All testimony shall be given under oath. With the following form of oath to be used: "Do you swear or affirm that the testimony you are about to give is true and correct to the best of your knowledge and belief?"

#### IV. POST HEARING PROCEDURE

- A. In any situation where a hearing officer was utilized, the Board member shall review the transcript or recorded proceedings, the evidence, and the hearing officer's recommended dispensation.
- B. Each decision and order of the Board shall be delivered in writing, with copies to all parties. Each decision and order shall set forth findings of fact made by the Board and the conclusions based thereon and shall state the specific disposition of the issue raised at the hearing. The Board shall submit its written decision within fifteen  
(15) days following the hearing.

- C. Copies of the Board decision shall be mailed to the appellant and his/her attorney by certified mail, return receipt requested.

Current policy codified: 1998

Adopted: April 20, 1999

Revised: April, 2024  
January 20, 2026

## 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:

<b>Instruction:</b>	Teacher Librarian
<b>Administration:</b>	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
<b>Professional Support:</b>	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

## 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



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





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 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 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



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  
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                          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  
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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  
                          Maintenance Support Staff Meet and Confer Agreement  
                          School Food Service Staff Meet and Confer Agreement

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  
                          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: 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  
                              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















## 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