CYPRESS FAIRBANKS
INDEPENDENT SCHOOL DISTRICT

Employee Handbook

2026-2027

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1 Introduction

1.1 Scope

This Employee Handbook provides employees with information regarding Cypress-Fairbanks Independent School District (CFISD) policies, procedures, ethics, expectations, and standards; however, this Handbook should not be considered all-inclusive.

Copies of Board Policies and Administrative Regulations are available in each administrative office to all employees and are available on the CFISD website at **www.cfisd.net** and at **http://inside.cfisd.net**.

The rights and obligations of all employees are governed by the laws of the State of Texas, rules of the State Board of Education (SBEC), and policies of the CFISD Board of Trustees. Employees should be aware of the policies and procedures related to their positions.

1.2 Primary Objective

Our primary business is the education of our youth, and everything we do should be directed toward providing students with the best possible learning environment.

To meet our primary objective, all CFISD employees must comply with the District rules and policies that are intended to make us effective employees. Everyone is expected to do their share to create and maintain a pleasant and safe environment that is conducive to reaching our educational goals. The implementation and adherence to these policies and regulations will assist us in reaching our primary objective.

Note: These policies and regulations are subject to change at the discretion of the Board of Trustees, Superintendent, or their designee. Any adoptions, deletions, or revisions of a policy take precedence over those printed in this Handbook.

This Handbook will be revised annually, and suggestions for the Handbook's improvement, as well as usefulness, are always welcome. Please direct suggestions to a **Director of Human Resources.**

For more information, employees may refer to the policy codes that are associated with Handbook topics (listed at the start of each section), confer with their supervisor, or call the appropriate District office.

2 Primary Resources

Use the following links to discover more about CFISD:

Resource	Description
Senate Bill 12 Fact Sheet	On June 20, 2025, Governor Abbott signed Senate Bill 12 into law. There are several provisions in the new law that affect employees and how they provide and solicit information to and from students and parents. Although many of the requirements in SB 12 are practices and procedures that were already in place in CFISD, our District is sharing the relevant details of the law to equip teachers and staff with the information they need to navigate this law effectively and with transparency.
Board of Trustees	Meet the members of the Board of Trustees and keep up with the Board meeting schedule, election information, policies, and bond updates.
Administrative-Who to Call	Scroll through the webpage or download a printable copy of topics and the current contact name, phone number, email, and location of each topic's administrator.
School District Map	Explore an interactive map of our District to find the name, address, and directions to each facility in our community.
Our Schools & Facilities	Scan through a directory of our facilities grouped by elementary schools, middle schools, and high schools to find each facility's address, phone number, and website.
Administrative Offices by Location	Scan through a directory of our administrative offices and supporting facilities for their addresses and phone numbers.
Organizational Chart	View the organization structure of our District broken down into each department and corresponding lists of Directors.
District Calendar	Look ahead at our coming year by downloading our printable calendars or customizing the calendar on your webpage to show specific events, topics, and interest groups.
District Facilities Closed Dates	Review this year's planned closures for facilities across our District.

Section II Employee Conduct

Policy References for This Section			
	• CAA (LOCAL) • CB (LOCAL) • CBB (LEGAL) • CPC (LOCAL) • DBD (LEGAL) • DBD (LOCAL) • DCD (LOCAL) • DF	• DFAA • DFAB • DFBA • DFBB • DFCA • DG (LEGAL) • DGBA (LOCAL)	• DH (EXHIBIT) • DH (LOCAL) • DIA • FFG (LOCAL) • FFG (LEGAL) • FFH • FFI (LOCAL)

1 Overview

All employees are expected to work together in a cooperative spirit to serve the best interests of the District and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

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

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards.

Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a District investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC by the Superintendent. Refer to Reports to Texas Education Agency in Section VIII and **DH (LOCAL)**.

2 Code of Ethics and Standards of Conduct

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

2.1 Professional Ethical Conduct, Practices, and Performance

Texas Educators must act in accordance with the standards set forth in the Code of Ethics and Standard Practices for Texas Educators, including:

- **Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school District, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.
- **Standard 1.2** The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his/her charge for personal gain or advantage.
- **Standard 1.3** The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
- **Standard 1.4** The educator shall not use institutional or professional privileges for personal or partisan advantage.
- **Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
- **Standard 1.6** The educator shall not falsify records, or direct or coerce others to do so.
- **Standard 1.7** The educator shall comply with state regulations, written local school board policies, and other state and federal laws.
- **Standard 1.8** The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis on professional qualifications.

- **Standard 1.9** The educator shall not make threats of violence against school District employees, school board members, students, or parents of students.
- **Standard 1.10** The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- **Standard 1.11** The educator shall not intentionally, knowingly, or recklessly misrepresent his/her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
- **Standard 1.12** The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs, and toxic inhalants.
- **Standard 1.13** The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

Ethical Conduct Toward Professional Colleagues

Texas Educators must interact with all professional colleagues in an ethical and courteous manner, including adhering to the following standards:

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

Ethical Conduct Toward Students

Texas Educators shall exhibit adherence to the ethical standards of conduct toward students, including:

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

6. Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student

2.2 Disciplinary Policy and Practices

All employees are expected to conform to reasonable standards of performance and conduct. If an employee is unable to maintain these standards, corrective discipline or termination may be required. The goals of corrective discipline are to remedy improper conduct on the part of an employee and to maintain an effective workforce.

3 Misconduct in the Workplace

Each employee must comply with the standards of conduct set out in Board policies and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees.

Violation of any policies, regulations or guidelines may result in disciplinary action, including termination of employment. Corrective discipline should be initiated at the most appropriate level, based on each case and its severity. Refer to **DH (LOCAL), DCD (LOCAL), DF**.

When applying corrective discipline, action may be taken as the supervisor deems appropriate from one or more measures that are listed in the following table.

Please refer to the linked policies for specifics regarding Chapter 21 employees: **DFAA**, **DFAB**, **DFBA**, **DFBB**, **DFCA**.

Disciplinary Action	Information
Coaching session	A scheduled conference with an employee to reach agreement regarding how to correct a problem and/or improper performance
Oral reprimand	May be issued to an employee for minor misconduct by the administrator or immediate supervisor. An oral reprimand serves as notice to the employee that the specific conduct in question is considered undesirable, will be corrected, and will not recur in the future.

Disciplinary Action	Information
Written reprimand	May be issued for new or repeated misconduct after an oral warning or may serve as the first notice to the employee that they have breached their designated responsibility. The written reprimand will contain: • Facts of the incident/situation • Specific directives for correction • Remediation techniques • Date of reprimand • Employee's signature of receipt and acknowledgement **Note:** A copy of the written reprimand will be provided to the employee. The original reprimand will be placed in the employee's personnel file as a permanent record of the misconduct and discipline. The employee has the right to attach a written rebuttal to the documentation.
Administrative leave with or without pay	Authorized by the Superintendent or designee
Administrative suspension without pay	Authorized by the Superintendent or designee as an alternative to termination
Demotion or return to probationary status	Authorized by the Superintendent or designee as an alternative to termination
Termination	Authorized by the Superintendent or designee

4 Discrimination, Harassment, and Retaliation

4.1 Definition

In this Handbook, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Prohibited conduct also includes sexual harassment as defined by law, including Title IX of the Education Amendments of 1972 (Title IX). Refer to **FFH (LEGAL)**.

4.2 Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law.

Sexual Discrimination

In accordance with law, discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.

Genetic Information Discrimination

"Genetic information" includes a person's family medical history, the results of a person's or family member's genetic tests, the fact that a person or a person's family member sought or received genetic services, and genetic information of a fetus carried by a person or a person's family member, or an embryo lawfully held by a person's or family member receiving assistive reproductive services.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits the District from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with the law, the District asks that employees not provide any genetic information when responding to requests for medical information.

4.3 Prohibited Harassment or Abuse

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

- Has the purpose or effect of unreasonably interfering with the employee's work performance.
- Creates an intimidating, threatening, hostile, or offensive work environment.
- Otherwise adversely affects the employee's performance, environment, or employment opportunities.

Examples of prohibited harassment may include:

- Offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation
- Threatening or intimidating conduct
- Offensive jokes, name calling, slurs, or rumors
- Cyber harassment
- Physical aggression or assault

- Display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes
- Other kinds of aggressive conduct, such as theft or damage to property

An employee must not engage in prohibited harassment, including sexual harassment, of other employees, students, or any other person, including Board members, vendors, contractors, volunteers, or parents. Refer to **DIA** and **FFH**.

An employee must report child abuse or neglect as required by law. Refer to Section VIII and **FFG (LOCAL)**.

4.4 Sexual Harassment

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- Submission to the conduct is either explicitly or implicitly a condition of an employee's employment;
- Submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
- The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples of sexual harassment may include:

- Sexual advances.
- Touching intimate body parts.
- Coercing or forcing a sexual act on another.
- Jokes or conversations of a sexual nature.
- Other sexually motivated conduct, contact, or communication, including electronic communication.

4.5 Retaliation

Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

5 Reporting Procedures

Any employee who believes that they have experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to their supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials including (for the purposes of this policy) the:

- Title IX Coordinator.
- Americans with Disability Act Coordinator/Section 504 Coordinator.
- Superintendent.

To ensure the District's prompt investigation, reports of prohibited conduct must be made as soon as possible after the alleged act or knowledge of the alleged act.

Any District supervisor who receives a report of prohibited conduct must immediately notify the appropriate District official, as listed in this section, and take any other steps required by this policy. Any District employee who receives a report of prohibited conduct based on sex, including sexual harassment, will immediately notify the Title IX Coordinator.

5.1 Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment, may be directed to the designated Title IX Coordinator. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During District business hours, reports may also be made in person.

The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Title IX Coordinator	
Name:	Deborah Stewart
Position:	Chief of Employee and Student Services
Address:	11440 Matzke Road, Cypress, TX 77429
Phone:	281-897-4030
Email:	**deborah.stewart@cfisd.net**

5.2 Americans with Disabilities Act Coordinator/504 Coordinator

Employees

Reports of discrimination based on disability may be directed to the designated Americans with Disabilities (ADA)/Section 504 coordinator.

The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Acts of 1973:

ADA Coordinator/504 Coordinator: Employees	
Name:	Chairita Franklin
Position:	Assistant Superintendent, Human Resources
Address:	11440 Matzke Road, Cypress, TX 77429
Phone:	281-897-4075

Students

The District designates the following person to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations:

ADA Coordinator/504 Coordinator: Students	
Name:	Marchelle Peters
Position:	Assistant Superintendent, Educational Support Services
Address:	P.O. Box 692003, Houston, TX 77269-2003
Phone:	281-897-6416

The Superintendent will serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

5.3 Alternative Reporting Procedures for Prohibited Conduct

An employee will not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board will appoint an appropriate person to investigate.

6 Reporting Child Abuse/Neglect

6.1 Investigation of Unlawful Acts Against Minors

The Superintendent is required to complete an investigation of an employee if there is evidence the employee may have engaged in misconduct related to abuse or otherwise committed an unlawful act with a student or minor or was involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor. The investigation must be completed even if the employee resigns before the completion of the investigation (Texas Education Code [TEC], Chapter 21, 21.006, Chapter 22, 22.093).

6.2 Improper Relationship Between an Educator and a Student, and Prohibited Harassment of Students

State law generally prohibits an employee in a school District from engaging in a sexual relationship with a student, regardless of the student's age.

Specifically, Texas Penal Code 21.12 prohibits employees who hold a position as described in Section 21.003(a) or (b) of the Texas Education Code from engaging in sexual contact, sexual intercourse, and deviate sexual intercourse with an individual the employee knows is a student at any private or public primary or secondary school regardless of the student's age.

Additionally, the statute prohibits any employee from engaging in online solicitation of a student regardless of the student's age if the student is enrolled in a school where the employee works or the employee knows that the student is enrolled at a public or private school, other than a school at which the employee works.

Board policy **DHB (LEGAL)** defines "Solicitation of a romantic relationship" as deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance.

Refer to specific information regarding electronic communications with students in Section IV of this Handbook.

Employees who commit an offense under Penal Code 21.12 are subject to:

- Termination of employment. **DF (LEGAL)**
- Revocation of certification.
- Penalties imposed by the civil and/or criminal justice systems.

- Potential loss of a service retirement annuity from the Texas Teacher Retirement System (TRS) if convicted of the offense.

Board Policy **FFH (LOCAL)** defines prohibited conduct to include discrimination, harassment, dating violence, and retaliation. Prohibited conduct also includes sexual harassment as defined by Title IX. Specifically, discrimination (including harassment) against any student on the basis of race, color, religion, sex, gender, national origin, disability, or any other basis prohibited by law is prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. Any District employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student will immediately notify the District's Title IX Coordinator, the ADA/Section 504 coordinator, or Superintendent and take any other steps required by District policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report their knowledge or suspicion to the appropriate authorities, as required by law.

Procedures for reporting and investigating harassment of students may be found in Board Policy **FFH (LOCAL)**.

6.3 Mandatory Reporting of Child Abuse or Neglect

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 24 hours after the employee first has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety, a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police. If the alleged or suspected abuse or neglect involves a person responsible for the care, custody or welfare of a child (including a teacher), the report of alleged abuse or neglect must be made to DFPS even if a report is made to law enforcement.

Abuse is defined by Title 5 of the Texas Family Code, Chapter 261.001 and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functions

- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare

Reports to DFPS can be made using the Texas Abuse Hotline (**https://www.txabusehotline.org/Login/Default.aspx** or (800-252-5400).

Note: State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, a person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the District is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by the SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators. Refer to Family Code 261.109 and Board Policy **FFG (LEGAL)**.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency. In addition, employees must cooperate with investigators of child abuse and neglect. Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Employees are also required to file a report if the employee has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the employee determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or

elderly person or person with a disability. Refer to Family Code 261.101(b-1) and Board Policy **FFG (LEGAL)**.

6.4 Sexual Abuse and Mistreatment of Students

Prohibited Conduct with Students

All District employees will recognize and respect the rights of students, as established by local, state, and federal law. Employees must always maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Refer to **DH (LOCAL)**. Further, employees must refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, requests for sexual favors, or sexually explicit language or conversation. Abuse in the Texas Family Code is defined to include sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, as well as a failure to make a reasonable effort to prevent sexual conduct with a child.

Employees will not form inappropriate social or romantic relationships with students, regardless of whether the student is 18 years old. Any sexual relationship between a District employee and a student is always prohibited, even if consensual. Refer to Section 6.2.

A District student who is also employed by the District is not prohibited from dating a peer of a similar age.

Bullying

Board Policy **FFI (LOCAL)** prohibits bullying of a student; bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying or cyberbullying will immediately notify the principal or designee.

"Bullying" means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the following applicability requirements and that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property.
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school.
- Infringes on the rights of the victim at school.

"Cyberbullying" means bullying that is done using any electronic communication device, including using a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Reports of bullying will be made as soon as possible after the alleged act or knowledge of the alleged act. A report may be made orally or in writing. The principal or designee will reduce any oral reports to written form and will investigate the allegations. The District's policy **FFI (LOCAL)** includes definitions and procedures for reporting and investigating bullying of students.

6.5 Superintendent's Requirement to Report Employee Misconduct

Certified Employees

For a certified employee, the conduct below must also be reported no later than the seventh business day after termination or resignation or notice from the principal:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of District or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on District property or at a school-sponsored event

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies **DHB**

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

The Texas Education Code also requires that principals report certain misconduct by certificate holders, including the examples discussed above, to the Superintendent no later than the seventh business day after the date that an employee resigns or is terminated following an alleged incident of misconduct or the principal knew about an employee's reported criminal history.

The Superintendent is required to complete an investigation that involves evidence that the educator may have abused a student or minor, or that the educator may have been involved in a romantic relationship or solicited or engaged in sexual contact with a student or minor, despite the educator's resignation from employment before completion of the investigation.

The Superintendent must notify the SBEC by filing a written report on a form prescribed by SBEC not later than the seventh business day after the date the Superintendent receives a report from a principal or knew about:

- An employee's criminal record under Education Code 21.006(b)(1).
- An alleged incident of misconduct or a termination of employment or resignation following an alleged incident of misconduct described by Education Code 21.006 (b)(2).

The Superintendent will also notify the Board of Trustees and the employee of the filing of the report.

The school at which the employee was employed will provide written notice of the employee's conviction to TRS no later than 30 days after a person's conviction for a felony involving the above offenses.

If the principal or Superintendent fail to make required reports by the date required, monetary administrative penalties of no less than $500 and no more than $10,000 may be imposed. The SBEC may not renew the certification of the person against whom the administrative penalty has been imposed until the penalty is paid.

Failure of a principal or Superintendent to make required reports with an intent to conceal an employee's criminal record or alleged incident of misconduct commits a state jail felony offense.

Non-certified Employees

"Non-certified employee" means a person who is employed by the District who does not hold a certification issued by the SBEC under Education Code, Chapter 21, Subchapter B.

The Superintendent is required to notify the Commissioner of Education in writing by filing a report within seven business days of the date that they either receive a report from a principal or knew that a non-certified employee was terminated or resigned from employment and there is evidence that the employee committed any of the following acts:

- Abused or otherwise committed an unlawful act with a student or minor
- Was involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor

A person who serves as principal must notify the Superintendent no later than seven business days after a non-certified employee resigns or is terminated following an alleged incident of misconduct described above.

The Superintendent will complete an investigation of a non-certified employee if there is reasonable cause to believe the employee may have engaged in misconduct described above, despite the employee's resignation from District employment before completion of the investigation.

SBEC may sanction an employee who fails to discharge an employee or to refuse to hire an applicant when the employee or applicant was employed in a public school and on the registry of persons who are not eligible to be employed under TEC, §22.092, when:

- The person knew that the employee or applicant had been adjudicated for or convicted of having an inappropriate relationship with a minor in accordance with the TEC, §21.009l; or
- The person knew or should have known through a criminal history record information review that the employee or applicant had been placed on community supervision or convicted of an offense in accordance with the TEC, §22.085.

6.6 Violations for Assisting Others to Obtain Employment in an Educational Institution

The SBEC may suspend, revoke, or sanction the certificate of an employee, or refuse to issue a certificate to an employee who:

- Assists another person who engaged in sexual misconduct in obtaining employment at a school District or charter school, other than by routine transmission of administrative and personnel files.
- Knew the other person had previously engaged in sexual misconduct with a minor or student in violation of the law. (TEC Chapter 21, 21.0581).

The commissioner may require a school District to revoke or decline to issue a school District teaching permit under Section 21.055 issued to or requested by a person subject to Board action for misconduct.

A school District administrator who employs an applicant is subject to revocation of certification if SBEC determines it is reasonable to believe the administrator hired an applicant despite being aware that the applicant had been adjudicated for or convicted of having an inappropriate relationship with a minor (TEC Chapter 21.009 Rev. by SB 7).

6.7 Reporting Crime

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

7 Investigation of Discrimination, Harassment, or Retaliation

7.1 Investigation Structure

Receiving Reports

The District may request, but will not require, a written report of allegations. If a report is made orally, the District official will transcribe the report to written form.

Upon receipt or notice of a report, the District official determines whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District will immediately authorize or undertake an investigation as outlined in this policy, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

When the District receives notice or an allegation of conduct that, if proven, would meet the definition of sexual harassment under Title IX, the Title IX Coordinator will promptly determine whether the Title IX Formal Complaint Process is required. Refer to **FFH (LOCAL)**.

Actions During an Investigation

If appropriate, the District will promptly take interim action calculated to prevent prohibited conduct during an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal or supervisor will be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Investigation Completion

Absent extenuating circumstances, the investigation should be completed within 10 District business days from the date of the report; however, the investigator may take additional time if necessary to complete a thorough investigation.

The investigator will prepare a written report of the investigation, and the report will be filed with the District official overseeing the investigation.

If the results of an investigation indicate that prohibited conduct occurred, the District will promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may act based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

7.2 Employee Duties During an Investigation

In the event of a District investigation or inquiry, every District employee is obligated to provide their supervisor(s) or any other District official assigned to investigate all relevant and factual information about matters inquired.

Employees failing to volunteer such information will receive a directive from an administrator to provide a statement. The employee's failure to comply with the directive constitutes "insubordination," a violation that is grounds for disciplinary action up to and including termination.

7.3 Confidentiality

To the greatest extent possible, the District will respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation and comply with applicable law.

7.4 Investigation Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal through **DGBA (LOCAL)** beginning at the appropriate level.

7.5 Prohibition of Retaliation

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding any prohibited conduct is subject to appropriate discipline.

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, intimidation, coercion, unjustified negative evaluations, unjustified negative references, or increased surveillance.

7.6 Retention of Investigation Records

The District retains copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records control schedules, but for no less than the minimum amount of time required by law. Refer to **CPC (LOCAL)**.

For Title IX recordkeeping and retention provisions, refer to **FFH (LEGAL)** and the District's Title IX formal complaint process.

8 Financial Ethics

All trustees, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the District's financial transactions must act with integrity and diligence in duties involving the District's fiscal resources. Refer to **CAA (LOCAL)**.

8.1 Conflict of Interest

Conflict of Interest is a situation that may impair or appear to impair an employee's objectivity.

Employees are required to disclose in writing to the District any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the District. Refer to **DBD (LEGAL)** and **(LOCAL)**.

Employees need to avoid any conflict between their personal interests and the interest of the district in dealing with students, parents, vendors, customers, and all other organizations or individuals doing or seeking to do business with the district.

If you have an interest, obligation, or relationship that in any way creates a potential conflict of interest in performing your assigned duties and responsibilities or with the best interest of the district, you must disclose this information in writing to your immediate supervisor by completing the form DBD-R Exhibit C found in the District's Administrative Regulations.

A conflict may include outside employment. If the outside employment creates a potential conflict of interest, you must disclose the situation in writing to your immediate supervisor.

As an employee, you shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence your performance of assigned duties and responsibilities. An exception is that you may accept an item with a value of less than $50, excluding cash or a negotiable instrument. A gift card is not considered a negotiable instrument.

Some employees, based on their position, are considered a local government officer (LGO). If you are an LGO, the internal audit department will notify you of this situation. If you are an LGO, then the conflict of interest requirements are stricter and reporting of certain situations is required. If you are an LGO, you must report gifts from a vendor in which the aggregate monetary value exceeds $100 in a 12-month period to internal audit.

In addition, if you work with federal grants or awards, you come under additional requirements that are discussed in the next section.

Federal Grant or Awards

If you have a real or apparent conflict related to a federal grant or award or a vendor involved with the grant or award, you cannot participate in the selection, award, or administration of a contract supported by a federal grant or award.

If you, an immediate family member, business partner, or if an organization that employs or is about to employ you or any of these parties have a financial or other interest in or a tangible personal benefit from a firm considered for a contract involving a federal grant or award, you must disclose this information in writing to your immediate supervisor and to internal audit.

You shall not solicit any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award and cannot accept:

1. Any single item with a value at or above $50.

Items from a single contractor or subcontractor that have an aggregate monetary value exceeding $100 in a 12-month period.

8.2 Employee Duty to Protect and Report

Each District employee has the responsibility to protect District assets and is expected to be alert to the potential for theft of property, services, or anything of value; fraud; misappropriation; or financial impropriety.

Any employee who knows or has reason to know of or suspect an occurrence of fraud, misappropriation, financial impropriety, or covered activity must immediately notify their supervisor. If the employee has reason to believe their supervisor may be involved, the employee must immediately notify their Associate Superintendent or the Legal Services Office. Refer to **DH (LOCAL)**.

Nothing in this section prohibits an employee who witnesses a crime at work from reporting that crime to a peace officer with authority to investigate the crime.

For conflicts of interest and gifts and gratuities related to federal grants and awards, refer to Board Policy **CB (LOCAL)** and **CBB (LEGAL)**.

8.3 Purchasing Procedures

The purchase of goods and/or services requires a District-approved Purchase Order (PO). A PO shall be processed via the eFinance Plus system to request such goods/services before orders are placed or services rendered. No purchases, charges, or commitments to buy goods or services for the District can be made without a fully approved PO. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use using any District purchasing method.

For purchases made by the district, certain policies and procedures must be followed so that the district is in compliance with state laws included in Texas Education Code 44.031.

Purchases of goods and services can only be made through the district's accounts payable department using a purchase order (PO), procurement card (PCard) or by reimbursements through petty cash.

All purchases require approval in advance. Do not place orders with a vendor before a purchase order receives final approval from the district's finance office. To request a purchase order, a Purchase Request form must be completed and submitted to the financial secretary. A copy of the purchase order should be provided to the vendor when placing an order.

No purchase is to be made from money collected. All money collected must be deposited.

Whether reimbursements are made through petty cash or a PO, the district will not reimburse sales tax except when making a purchase with hospitality funds.

Purchases should be made from the Distribution Center or from a contracted vendor.

Determine if the item/service is:

- Available from the Distribution Center?
- Available on a CFISD Contract?
- Available on a Cooperative Contract?

If you are not able to determine the CFISD contract or Cooperative contract that you should use, contact the Procurement Services at 281-897-4576.

Since district-wide purchases of a specific type of item/commodity over a 12-month period of time determines whether quotations, informal bid, or a formal competitive bid/proposal is needed, contact the Procurement Services (281-897-4576) to determine if a contracted vendor or a vendor from a cooperative contract can be used or whether written quotes and a quotation tabulation form should be used.

Document contract number on the purchase order in the description field **(VERY IMPORTANT)**.

Any single purchase that costs $250,000 or more shall require Board approval before a transaction may take place.

Authority to Sign Contracts

No employee other than the Superintendent, associate superintendent, or designee shall be authorized to sign contracts that obligate the district.

The Superintendent's designees for the execution of contracts valued at less than $250,000 and for a term of one year or less are as follows::

1. Contracts less than $$25,000 – principal or department director

Contracts less than $50,000, but equal to or greater than $25,000 – assistant superintendent

Contracts less than $250,000, but equal to or greater than $50,000 - Associate Superintendent or Superintendent

Contracts that obligate the district for more than one year shall be approved by the Superintendent or the associate superintendent - chief financial officer.

For additional purchasing procedures visit **https://inside.cfisd.net/** and navigate to departments and procurement services or contact Procurement Services at 281-897-4576.

8.4 Money Handling Procedures

The District handles many transactions involving money received and money expended; therefore, knowing the basics of receiving money and making purchases is very important.

All employees that handle money, purchases, or financial transactions of the District are expected to act with integrity and due diligence in their duties and responsibilities. Please note that not all employees are authorized to make business transactions on behalf of the district.

Money is received from various sources on behalf of the school district or the school and should be handled properly.

ALL exchanges of money (cash, checks, money orders & cashier's checks) require that a receipt be given by the person receiving the money to the person turning in the money. Three-part receipt books are to be obtained from the district's Distribution Center. The use of other receipt books is not permitted.

A Cash Receipt Sheet form may be utilized if the issuance of individual cash receipts would not be practical.

ALL monies must be delivered to the finance or department secretary daily for deposit.

The manual receipts or the Cash Receipt Sheet form must be turned in to the finance or department secretary along with the money. For departments at the Mark Henry Administration Building (MHAB) money must be delivered daily to the accounts receivables specialist in the finance office.

ALL monies received must be counted by the person receiving the money while in the presence of the person turning in the money (face-to-face verification).

When a face-to-face verification cannot be done at the time the money is turned in, the money should be put in a sealed courier bag and then put in the safe until a face-to-face count can be done.

Receipts or Cash Receipt Sheet forms should agree to the money turned in for deposit.

A Cash Collection form (electronic version may be obtained from the district's intranet (**https://inside.cfisd.net/departments/finance/schoolcash**) must be completed prior to turning the money in to the financial secretary. The total deposit line on the Cash Collection form must equal the total of the manual cash receipts or the total on the Cash Receipt Sheet form.

Monies received must not be used for a change fund, purchases, check cashing, loans, advances, reimbursements, or for any other purpose and must not be co-mingled with other money.

Money must always be locked in a safe with restricted access. Money should not be taken home for safekeeping. In addition, money should not be left unsecured in classrooms or offices after hours. Money should never be left unattended!

The principal is responsible for securing money received after the courier service has picked up deposits. For those occasions when money is to be received after hours or on weekends, see your principal for special money handling instructions.

All checks must be made payable to the school or the district.

The district's financial transactions are centralized, meaning all business transactions flow through the Finance office at MHAB. ALL district money must be deposited in a district bank account, and all money expended must be through the district's accounts payable department or an official petty cash fund established through the district's finance office.

When handling district money:

- No other bank accounts can be used; no employee can open a bank account for a school club or activity.
- PayPal accounts MAY NOT be used.

Sales tax is assessed to deposits for items that become the personal property of student/staff, such as t-shirts, supplies, PE uniforms, books, etc.

For additional resources and procedures visit **https://inside.cfisd.net/**and navigate to departments and finance. In addition, you can review the following:

- Financial Procedures Manual
- Cash Collection Form, Cash Receipt Sheet, and Sales Tax Tips

8.5 Fundraising Procedures

Many organizations, clubs, schools, and other areas of the district raise money through fundraisers. These events result in money being received and expended. In addition to regular money handling and purchasing procedures, other fundraising requirements must be followed.

- The **Fundraising Activity Report** including the permission request and the operating report must be used to document fundraisers.
- Students cannot be required to participate in a fundraiser program. Students cannot be required to sell a certain amount or make a donation in lieu of fundraising. In addition, a student cannot be punished or penalized in any way for not participating in a fundraiser program.

For details, see the **CFISD Fundraiser Guidelines** located on the district's intranet website, **inside.cfisd.net**, under Policies and then Fundraiser Information.

8.6 Charitable Contributions

The Board or any employee may not directly or indirectly require or coerce an employee to contribute to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions.

In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from contributing to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

Section III Employment

Policy References for This Section			
	• BQA • BQB • CKE • DBA • DBAA • DBD • DC • DEAB • DEC (LOCAL) • DF	• DFAA • DFBA • DFBB • DFCA • DG (LEGAL) • DGA (LOCAL) • DGBA • DH (LOCAL) • DIA • DK	• DL • DMA • DNA • EFA (LEGAL) • GBA • GKD • http://inside.cfisd.net/ • http://my.cfisd.net • www.trs.texas.gov

1 Equal Opportunity Employment

With certain exceptions as listed in this section, the District will adhere to a policy of equal employment opportunities for all employees.

CFISD is an equal opportunity employer and operates all educational programs without discrimination on the basis of race, color, national origin, religion, sex, gender, age, or disability.

The District will not fail or refuse to hire or discharge, nor will it otherwise discriminate against any individual with respect to compensation, terms, conditions, privileges, or employment based on an individual's race, color, religion, sex, national origin, disability, or age.

Further, the District will not, on the basis of race, color, religion, sex, national origin, disability, or age limit, segregate or classify its employees, or applicants for employment in any way that would deprive or tend to deprive any individual of employment opportunities, or otherwise adversely affect the individual's status as an employee.

No qualified disabled person will, on the basis of a disability, be subject to discrimination in employment with the District. With respect to employment, a "qualified disabled person" is a disabled person who, with or without reasonable accommodation, can perform the essential functions of the job in question.

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

1.10 Exceptions

As an exception to the policy stated above, the Board may employ an individual on the basis of the individual's religion, sex, national origin, or age in these certain instances where religion, sex, national origin, or age is a bona fide occupational qualification reasonably necessary to the normal operation of the educational program.

1.11 Job Vacancy Announcements

Announcements of job vacancies by position and location are posted on a regular basis to the District's website.

1.12 Outside Employment and Tutoring

Employees are required to disclose in writing to their immediate supervisor any outside employment, including self-employment, that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the District. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest. Refer to **DBD (LOCAL)** and **DBD (LEGAL).**

Under the Education Code, certain employees who are deemed to be administrators may not receive financial benefits for performing personal services for any business entity that conducts or solicits business with the district. For purposes of this prohibition, any employee who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district is restricted from outside employment is deemed to be an "Administrator." School district employees whose employment contract responsibilities primarily include the in-classroom instruction of students are not considered to be Administrators for purposes of this prohibition.

Further, employees who fall within this definition of Administrator may also be prohibited from:

1. Receiving financial benefits for performing personal services for any education business that provides services regarding curriculum or administration to any school district; and
2. Receiving financial benefits for performing personal services for other school districts, open enrollment charter schools, and education service centers.

However, some of the employees who fall within the definition of Administrator may receive financial benefits for performing personal services in the two instances above, so long as the board of trustees authorizes the contract with the outside entity as required by statute. Services must be performed on the administrator's personal time and may not harm or create a conflict with the District. The superintendent, associate superintendents and assistant superintendents

are not eligible for the exception. Contact your supervisor for more information regarding seeking board authorization.

Additionally, an employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest. An employee may sell personal goods or services to other District employees. However, the District employee receiving the personal goods or services must not be someone within the employee's supervisory chain of command. Further, the employee who sells goods or services may not use District time or equipment for outside employment, including work created as part of the employee's job in the District (refer to the District Copyrights section).

During the school year, an employee may not privately tutor or provide child or respite care services for pay to a District student the employee also teaches or serves. An employee must also disclose in writing to their immediate supervisor any private tutoring or child or respite care services for pay of any District students. The employee's principal or supervisor shall determine if the tutoring or services creates a conflict of interest with the proper discharge of the employee's assigned duties and responsibilities. Refer to **DBD (LOCAL)**.

1.13 Employment After Retirement

Individuals receiving retirement benefits from the TRS may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law.

Employees who TRS retirees should be aware that their employment may result in an employer surcharge. The District reserves the right, to the extent permitted by law, to require the employee to reimburse or assume responsibility for all or a portion of any applicable TRS retiree surcharge. Any such reimbursement will be administered in accordance with applicable federal and state laws and District procedures, including payroll deductions.

Detailed information about employment after retirement is available in the TRS publication Employment After Retirement. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS website: **www.trs.texas.gov**.

1.14 Employee Access Center

The Employee Access Center (EAC) may be found at **http://my.cfisd.net**. This site gives employees access to view current information on file with the District regarding their:

- Demographics.
- Salary and benefits.
- Leave information.

- Payroll check information.
- Deductions and benefits information.
- Annual pay statement.

This site also allows employees to change or update online the demographic information such as home address, phone number, tax information, and emergency contact.

The following may also be found in the EAC: paycheck stubs, W-2s, W-4s, and 1095-Cs. Official name changes must be submitted to the Payroll Department. Refer to the **Name Change Guide**.

2 Contract and Non-Contract Employment

State law requires the District to employ all full-time professional employees in positions requiring a certificate from the SBEC and nurses under probationary, term, or continuing contracts. Refer to **DC**.

Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District.

2.1 Probationary Contracts

Probationary contracts are one-year contracts that must be issued to employees who meet the following criteria:

- Nurses and full-time professional employees new to the District and employed in positions requiring SBEC certification
- Former employees who are hired after a two-year lapse in District employment
- Employees who move to a position requiring a new class of certification

The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the District may not exceed one school year.

For those who have not been employed as a teacher in public education for at least five of the eight years preceding employment with the District, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the Board determines it is doubtful whether a term or continuing contract should be given. Board determinations are made based on the employees' performance during the initial contracts.

2.2 Term Contracts

After successful completion of the probationary period, full-time professionals employed in positions requiring certification and nurses will be employed by term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online, or copies will be provided upon request.

2.3 Non-certified Professional Employees

Non-certified professional employees receive a one-year or annual contract which is not subject to Chapter 21, Subchapters C, D, or E of the Texas Education Code. This contract does not grant nor create any contractual or other expectancy of employment or claim of entitlement beyond the terms of the contract.

2.4 Paraprofessional and Hourly Employees

All paraprofessional and hourly employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

2.5 Working Agreement for Hourly Employees

Since service to our district is largely dependent upon the conduct of our employees, employees are expected to conform to certain standards of conduct. Hourly employees are required to:

1. Read the Employee Handbook and abide by standards, policies, and procedures defined or referenced in this handbook.
2. Follow all local, state, and federal laws; district policies, procedures, administrative directives, rules, and regulations.
3. Practice reliable and regular attendance. Employees are expected to report to work on time daily and are required to contact their immediate supervisors prior to the beginning of work in accordance with the department's guidelines if they are going to be absent.
4. Accept assignments to perform regular duties at any facility owned or operated by the district for the purpose of conducting its regular business. Employees may be assigned as substitutes on a temporary or permanent basis as dictated by the needs of the district.

Acts which constitute a breach of the Working Agreement and may give cause for immediate termination include but are not limited to the following:

1. Refusing to do tasks assigned by the supervisor or employee in charge of assigned projects.

2. Refusing to accept an assignment to a designated facility. This refusal will be interpreted as a resignation on the part of the employee.
3. Willfully falsifying job-related records such as absence from duty reports, time cards, time sheets, medical/production/maintenance reports, accident reports, employment applications, and operating logs. This includes but is not limited to punching another employee's time card or signing their time sheet. Employees are directed to not begin working prior to swiping in the timeclock/logging time on time sheet or continue working after swiping out/logging out on time sheet.
4. Using, possessing, or the condition of being under the influence of, refusal to consent to testing, or testing positive for alcoholic beverages or using, possessing, the condition of being under the influence of, selling, refusal to consent to testing, or testing positive for illegal drugs while on the job or on school district property.
5. Sleeping on the job or willfully hiding to avoid doing assigned tasks. This includes but is not limited to loitering, neglecting assigned duties, being indifferent to the job, and disrupting other employees.
6. Failing to attend work in a reliable and regular manner. Employees are in violation of this agreement if any one or more of the following occur:
    a. Unreliable and/or irregular attendance
    b. Absence without communication (more than three consecutive days)
    c. Absence in excess of accumulated sick leave days
    d. Excessive undocumented absences
    e. Frequent late arrivals (six late arrivals equal one tardy)
    f. Excessive tardies (six annually or during evaluation cycle)
    g. Giving a false reason for absence(s)
7. Leaving work without the immediate supervisor's approval.
8. Violating district/department policy, procedures, and/or guidelines.
9. Stealing or theft of district or personal property.
10. Violating safety procedures/practices in the workplace/department including failure to wear personal protective equipment/gear.
11. Having a cumulative score of less than satisfactory on an evaluation. The district reserves the right to evaluate any employee at any time based on documented poor job performance.
12. Causing damage to district tools, products, and equipment willfully or as a result of carelessness, negligence, or inefficient performance of duty.

13. Engaging in sexual harassment or harassment motivated by race, color, religion, national origin, disability, gender, or age directed towards students or district employees.
14. Engaging in acts of racial prejudice or discrimination.
15. Soliciting and/or unauthorized distribution of literature on school district property.
16. Failing to report to supervisory personnel known acts of theft, or other unlawful acts, or failing to report demands or requests by others to participate in such acts, and failing to cooperate in an investigation.
17. Using district time or materials to perform tasks which promote personal gain for self or others.
18. Failing to report to the immediate supervisor an arrest for any felony or any offense involving moral turpitude within three calendar days of the event.
19. Failing to report any conviction, deferred adjudication, or other adverse adjudication, including a plea of nolo contendere, of any crime other than a minor traffic offense within three calendar days of the event.
20. Failing to abide by local, state, and federal laws; district policies, procedures, administrative directives, rules, and regulations.
21. Having overall poor performance of assigned duties and/or unacceptable performance.
22. Fighting or other physical/verbal altercation.
23. For good cause.

This agreement serves only as notice of conduct which may lead to disciplinary action, including termination, and is not a contract of employment creating a property interest in an individual's employment.

3 Certification and Licenses

Professional employees whose positions require SBEC certification, or other professional licensing, are responsible for taking actions to ensure their credentials do not lapse.

Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Human Resources Records Department in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Human Resources when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary

certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks.

Contact Human Resources Records at 281-897-4083 if you have any questions regarding certification or licensure requirements.

3.1 Certification Examination Results for Certified Employees

Texas Education Code 21.048(c-1) states that the results of certification examinations are confidential and prohibited from disclosure under the Texas Public Information Act.

Certified District employees must consent to District officials to access their certification information for compliance purposes.

3.2 Notification to Parents Regarding Certification Qualifications

In schools receiving Title I funds, the District is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher.

"Inappropriately certified" or "uncertified" teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit.

ESSA requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements. Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to an uncertified substitute, inappropriately certified teacher, or an uncertified teacher.

Note: This notice is not required if parental notice under ESSA is sent.

Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Human Resources Records at 281-897-4083.

3.3 Paraprofessional and Hourly Employees

Paraprofessional and hourly employees working in positions requiring a license or certification are responsible for taking actions to ensure their credentials do not lapse.

Hourly employees must submit documentation showing they have passed the required certification exam and/or obtained or renewed their credentials to their department supervisors in a timely manner. Paraprofessionals must renew their certification through the TEA website prior to the certification expiring. Failure to maintain a required license or certification may result in an employment status change.

Recertification of Employment Authorization

At the time of hire, all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents.

Contact Human Resources if you have any questions regarding reverification of employment authorization. Refer to **DC (LEGAL)**.

Failure to verify employment authorization may result in termination.

Work Schedules

Full-time employees are generally expected to work eight-hour duty days for their respective work week. However, the work week and daily time schedules will be determined by the Superintendent or designee, department director, or principals.

3.4 Non-Campus Employees

Professional employees (known as “exempt” personnel in accordance with the Fair Labor Standards Act) such as central office administrators, directors, coordinators, and supervisors are expected to report for work daily and be on duty for at least eight hours or the established workday as determined by the administration/department supervisor, excluding a lunch break.

Paraprofessional employees (known as “non-exempt” personnel in accordance with the Fair Labor Standards Act) are expected to report for duty for eight hours each day, excluding a non-paid lunch break.

The District has an expectation that exempt employees will be available to attend school- or job -related activities that may occur outside the established workday. Such exempt employees are not eligible for overtime pay or compensatory time for working beyond 40 hours per week.

3.5 Campus Employees

Professional campus employees (exempt personnel in accordance with the Fair Labor Standards Act) include roles such as:

- Campus principals
- Associate principals
- Assistant principals
- Directors of instruction
- Special education staff
- Counselors
- Campus athletic coordinators
- Diagnosticians
- Teachers
- Nurses
- Media specialists
- Athletic trainers

Campus employees are expected to be available during the designated operational hours of their assigned campus, excluding a 30-minute lunch break. Campus schedules may vary because of staggered starting times and job responsibilities. All employees listed above are required to maintain availability throughout their campus' operational hours.

"Teacher hours" are the minimum hours that teachers are expected to be on duty and available at school, both to teach and so that parents and students can have access to them. As professional employees exempt from the overtime provisions of the Fair Labor Standards Act, teachers do not work specific "hours," and may be expected to perform work outside the normal "teacher hours" as necessary.

Non-instructional paraprofessional support staff (non-exempt personnel in accordance with the Fair Labor Standards Act) such as administrative assistants and technical assistants are expected to report for duty for eight hours each day, excluding a 30-minute non-paid lunch break.

Paraprofessional support staff (non-exempt personnel in accordance with the Fair Labor Standards Act) such as clinic assistants, instructional aides, and clerical aides are expected to report for duty for seven hours and 45 minutes each day. In addition, they will receive a 30-minute non-paid duty-free lunch break.

3.6 ADA Accommodations

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. To submit a request for accommodations, go to **AbsenceTracker** and click the LOGIN WITH SSO button. You will then be prompted to enter your network login and password information. Once in the **AbsenceTracker** portal, an employee can request a new case or check the status of current and past cases. Upon receiving the reasonable accommodation request, HR or the ADA coordinator will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively.

The supervisor, working in consultation with an appropriate member of the Human Resources Department or the ADA coordinator, will provide a written job description. A health care provider must provide written medical certification of the employee's inability to perform specific essential functions, as listed in the job description, without accommodation. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, HR or the ADA coordinator will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR or the ADA coordinator will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

Inquiries from employees should be made to the Human Resources Department at 281-517-2680. Supervisors should contact their assigned Human Resources Director for guidance.

3.7 Breaks for Nursing Mothers

The District supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place will be provided, other than a multiple user bathroom, where the employee can express breast milk shielded from view and free from intrusion from other employees and the public.

A reasonable amount of break time will be provided when the employee has a need to express milk. Employees should meet with their supervisors to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before

making any claim of liability against the district. An employee with concerns should contact Human Resources.

3.8 Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should go to the **Human Resources Leave/Accommodation webpage** and follow the directions in the "How to Request a Leave of Absence (FMLA/TD) or Accommodation Request" section to begin the interactive process.

3.9 Attendance and Absence from Work

Regular Attendance and Promptness

Proper workplace etiquette is required of all employees. This requirement includes regular attendance at work as well as arriving and departing at the times established for the site. Regular and reliable attendance is an essential job function for all District employees.

- All employees are expected to report to work on time on a regular basis. Employees who will be absent or late arriving to work are required to contact the administrator of their department before the beginning work time, and according to campus or departmental procedures regarding whom to contact and when contact must be made.
- If a campus staff member is unable to report to work, they must notify the principal or designated administrator by 6:00 a.m. at the secondary level or by 6:30 a.m. at the elementary level and immediately submit the absence into the electronic absence management system. It is appropriate to call the evening before if an employee knows that they are going to be absent from work. For campus employees, the absence must also be entered into the online absence reporting system by 6:00 a.m. at the secondary level and/or by 6:30 a.m. at the elementary level.
- Non-contract employees who will be absent or late arriving to work are required to contact their designated department before the beginning work time. If an employee is ill or unable to report to work, the employee should contact the department the evening before being out and/or by the time established by each specific department.
- Absence without communication (no call/no show") by the employee for more than three consecutive workdays can lead to disciplinary action, up to and including termination. Excessive absences and undocumented absences may also lead to termination.
- A doctor's release will be required and must be presented to the department office or supervisor before returning to work for any absence due to personal illness or family illness of more than three consecutive workdays. The District reserves the right to check with the doctor

on an employee's work status and determine if the employee can perform their assigned duties.

- The District may also require medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent. Refer to **DEC (LOCAL).**

Attendance Scale for Paraprofessional and Hourly Employees

The following scale will be applied when evaluating attendance:

Attendance Evaluation Scale					
Rating	**Number of Absences (Days)**				
	234-260	**216-233**	**198-215**	**188-197**	**187 or less**
Clearly Outstanding	0	0	0	0	0
Exceeds Expectations	>0 ≤ 6	>0 ≤ 5	>0 ≤ 5	>0 ≤ 4	>0 ≤ 4
Meets Expectations	6 ≤ 12	5 ≤ 11.5	5 ≤ 11	4 ≤ 10.5	4 ≤ 10
Below Expectations	12 ≤ 13	11.5 ≤ 12.5	11 ≤ 12	10.5 ≤ 11.5	10 ≤ 11
Unsatisfactory	13+	12.5+	12+	11.5+	11+

Note: Absences for Family Medical Leave, approved vacation days, jury duty, religious holidays, military service, and those absences in response to a lawfully issued subpoena to a non-party of interest, are not counted in the total used for the performance evaluation rating and absence tracking.

Time off for religious holidays will be reasonably accommodated so long as the time off does not cause undue hardship on the conduct of District business. Employees may request to use an available paid discretionary state personal leave day or take an unpaid leave day for the purpose of religious holiday observation. Approved day(s) for religious holiday observation will not be counted in the total days used for the performance evaluation.

Absences due to workers' compensation and temporary disability exceeding the Family Medical Leave (FML) days will be included in the number of absences for the evaluation rating. Absences due to death in the immediate family may be charged to state or local leave time and will be included in the number of absences for the evaluation rating.

3.10 Non-Exempt Employee Timekeeping Records

All paraprofessional and hourly employees are considered non-exempt. This category of employees is eligible to receive overtime compensation for work performed beyond 40 hours per week and are required to maintain an accurate record of time worked.

Entries on the official time keeping record must:

- Reflect actual time worked each day.
- Not be completed in advance.
- Be monitored and approved by a campus administrator or department administrator (i.e. principals, assistant principals, directors, assistant directors).

Non-exempt employees are prohibited from working "off the clock." Working off the clock includes performing tangible work while off duty, monitoring/responding to email, voice and text messages, and other forms of communication regarding work while off duty.

Failure to adhere to these standards will result in disciplinary action up to and including termination.

Late and Tardy Arrivals

Violation	Classification/Consequence
Arriving 1–5 minutes past official start time	Late
Arriving six or more minutes late	Tardy
Six annual tardies or during an evaluation cycle	Could justify termination
Frequent lateness but not tardy	Addressed with the employee for corrective measure
Six occurrences of arriving late	Equals one tardy

Time Clocks/Swiping

Employees required to use the swipe card for attendance and compensation purposes should not swipe in more than six minutes before their scheduled start time or swipe out more than six minutes after their scheduled departure time without a supervisor's pre-approval. Employees are prohibited from swiping in/out for another employee.

Overtime must be pre-approved and will be reported according to department processes, which may include swiping and an exception report.

4 District Content/Development Days

4.1 Required Attendance

Four professional development days in the school calendar are designated as District content days for teachers.

All employees are expected to report to work at a District location on District content days or follow the procedures for non-discretionary leave as outlined in Section VII. The location is determined by the district curriculum coordinator.

Attendance at designated staff development sessions is mandatory for school personnel, including part-time or job-share staff. These mandatory professional development days must be attended in their entirety. Compensation for full day attendance at all professional development days is calculated at 100% of the active employees' daily rate and is included in the total salary indicated on the employee's pay statement.

Note: Prompt attendance is required on District content days, just as it is required for any workday.

The following are considerations regarding attendance at a District content day:

If an employee is absent,	Then, the employee
Greater than 15 minutes but less than two hours (including late arrivals and early departures)	Will be allowed the opportunity to make up the missed time to receive full credit for the District professional development day.
More than 2 hours up to 3 ½ hours (50% of the seven-hour professional development day)	Will be considered absent for one-half of the day and will be charged leave (if eligible) or docked pay.
More than 3 ½ hours	Will be considered absent for the entire day and charged leave (if eligible) or docked pay.

A principal is not permitted to approve the use of discretionary leave on a District content day except in the event of extenuating circumstances in accordance with district administrative regulations.

4.2 Campus Time Equivalency

A campus may choose to designate a campus professional development day as a Campus Time Equivalency day. The principal is responsible for setting the parameters for acceptable activities

that may be used. The seven hours required for credit toward the Campus Time Equivalency (CTE) day must be earned off-contract and before the scheduled CTE day.

An employee who has not accrued all of the required professional development credit before the CTE day must report to work as directed by the principal or follow the procedures outlined in the CFISD Employee Handbook for non-discretionary leave. Failure to adhere to these procedures will result in a reduction in the employee's salary equal to that employee's daily rate of pay.

5 Teacher Expectations

5.1 Duty-Free Lunch

Each classroom teacher or full-time librarian is entitled to at least a 30-minute lunch period free from all duties and responsibilities connected with the instruction and supervision of students. The implementation of this requirement may not result in a lengthened school day. Refer to Education Code 21.405.

If necessary, because of a personnel shortage, extreme economic conditions, or unavoidable or unforeseen circumstances, and in accordance with commissioner rules, the District may require a classroom teacher or librarian to supervise students during lunch no more than one day in any school week. Refer to Education Code 21.405.

In determining whether an exceptional circumstance exists, the District will use the following guidelines:

- A personnel shortage exists when, despite reasonable efforts to use non-teaching personnel or the assistance of community volunteers to supervise students during lunch, no other personnel are available.
- Extreme economic conditions exist when the percentage of a local tax increase, including the cost of implementing duty-free lunch requirements, would place the District in jeopardy of a potential roll-back election.
- Unavoidable or unforeseen circumstances exist when, because of illness, epidemic, or natural or man-made disaster, the District is unable to find individuals to supervise students during lunch. Refer to 19 Texas Administrative Code 145.24.

5.2 Collaborative Planning

Teachers and leaders at all campuses must engage in collegial, collaborative planning sessions where school, grade, and/or content level teams:

- Focus on developing successful, program-specific strategies to improve instruction.

- Share best practices, and review student work and data to plan strategically to improve the achievement of all students.
- Study a common instructional topic linked to student work, model lessons for one another, and practice implementation of new instructional strategies, guided by student data.

Planning Guidelines

Role	Planning Expectations
Core Subject Teachers	All teachers will be expected to plan collaboratively at least one time per week for a recommended minimum of 45 uninterrupted minutes at a time agreed upon by the team/grade level. Times may include, but are not limited to, before/after school or during their common planning period.
Non-core subject teachers and special education teachers	Non-core subject teachers and special education teachers will participate as required by the focus of the meeting or based on an alternate schedule set by the school.
Administrators	School-based administrators are responsible for ensuring collaborative planning occurs in their schools, and the work taking place during collaborative planning is linked to the overall goals for the school. Administrators are not required to lead collaborative planning meetings, but should coach and assist teachers with skill building, reflection, and instructional practice linked to school performance measures.

School schedules, when possible, should ensure that the appropriate grade level/content teams have common periods scheduled for collaborative planning.

Information from the team meetings will be shared with leadership of the school through a documented process that includes agendas/minutes/lesson plans, etc. The documentation process will be determined by each campus.

Planning and Preparation Time

Each classroom teacher is entitled to at least 450 minutes within each two-week period for instructional preparation, including parent-teacher conferences, evaluating students' work, and planning.

A planning and preparation period under this section may not be less than 45 minutes within the instructional day. There are no exceptions or waivers provided for less than 45 minutes within the instructional day for any teacher or due to a specialized instructional program.

During a planning and preparation period, a classroom teacher may not be required to participate in any other activity. Refer to the TEC, §21.404.

All activities during individual planning sessions must be directly related to instructional preparation.

5.3 Duty Assignments

Principals may assign duties to employees in addition to those specified in job descriptions. Such duties may include the following:

- Lunch period duty in accordance with law
- Recess duty
- Hall duty
- Classroom housekeeping duties including:
  - Turning out lights
  - Closing windows
  - Locking doors
  - Maintaining neat and attractive classrooms
  - Other tasks of similar nature
- Duty at extracurricular activities
- Bus loading duty
- Parking lot duty
- Any extra duty assigned by the principal

Each principal will prepare a schedule of these duty assignments. A copy of the schedule will be available, and orientation will be provided for such duty assignments.

5.4 Teacher Sponsorship of Student Groups

Teachers may be called upon to sponsor various organizations and class groups. The sponsorship of classes may be rotated among teachers annually so that the same teachers do not have the more demanding sponsorships in consecutive years. Sponsors will:

- Supervise projects and activities selected by organizations and class groups.
- Counsel and advise students in elections, and in the selection of projects and activities.
- Establish proper and adequate procedures for the collection and accounting of funds derived from fund-raising projects.
- Keep the principal informed of projects and activity dates and have these posted on the school activity calendar.

- Ensure that all projects and activities of classes and organizations are approved by the administration.
- Schedule projects and organizational work so that class time is not used for that purpose.

Teachers are encouraged to attend and participate in as many extracurricular activities as time and convenience permit.

5.5 Scope and Sequence

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

The District may take appropriate action if a teacher does not follow the District's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information. Refer to **DG (LEGAL)**.

6 Dress Code

The dress and grooming of District employees will be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

All District employees are role models and should dress accordingly to reflect good judgment and the high standards of the community:

- No apparel or grooming that has or may have an adverse impact on the educational process is permitted. Specifically, District employees are not permitted to wear shirts or pants with writing or emblems unless it is campus or District related. Generally, jeans are allowed on designated spirit days.
- The dress and grooming of District employees will be professional, clean, neat, and appropriate for the job assignment; hair should be a natural color. Consideration will be given to staff members' content area assignment, grade level assignment, special program assignment, or department assignment.
- Professional dress for men includes dress slacks and collared shirts with appropriate shoes and socks.
- Professional dress for women includes dresses, slacks or skirts with appropriate blouse/top and shoes.

Note: Campuses have the option to schedule casual spirit days or special event days.

If specific concerns regarding an employee's dress, grooming, or appearance should arise, the employee's supervisor will determine the appropriateness of the item in question.

The principals or supervisors, in collaboration with their staff members, may set additional guidelines to meet the needs of the specific campus or building.

7 Identification Badges

Employees will be photographed at the time of employment and an ID badge will be prepared for the employee's use at no cost to the employee. Each employee will wear their ID badge at all times while on District property and when conducting District business. The badge must be clearly visible, except in cases where the type of work does not permit the display.

If the identification badge is lost or destroyed, the employee will contact their campus/department supervisor within three business days to get a replacement. There will be a $10.00 replacement fee for all lost badges. Payment may be made by cash or check. An ID badge will be replaced at no cost to the employee if the badge is mutilated/damaged; however, the employee is required to present the damaged badge at the time of request for a new badge.

A campus identification badge may not be substituted for the official ID badge. There will be no defacing of, deletions or additions to, or ornamentation added to the official badge.

8 Criminal History Records

District employees are expected to abide by the law at all times. Conviction or adverse adjudication, including a plea of nolo contendere or deferred adjudication for a felony offense or misdemeanor involving moral turpitude, may be the basis for disciplinary action, up to and including termination.

8.1 Criminal History Review

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

8.2 Obligation to Report Criminal Record

All District employees will notify their principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated in the following list:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude, which include:
  - Dishonesty; fraud; deceit; theft; misrepresentation
  - Deliberate violence
  - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
  - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code
  - Felony driving while intoxicated (DWI)
  - Acts constituting abuse or neglect under the Texas Family Code

If an employee is arrested or criminally charged, the Superintendent is also required to report the employee's criminal history to the Division of Investigations at TEA.

The requirement to report a conviction or deferred adjudication will not apply to minor traffic offenses. However, an offense of DWI or Driving Under the Influence (DUI) must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or receives a District travel allowance or mileage reimbursement. Failure to report a conviction or adjudication may result in disciplinary action, up to and including termination. Such report will be made within three days of the conviction or adjudicatory action.

Note: The District may conduct annual criminal history checks on its employees.

Conviction of a crime or receiving adjudication for a crime will not be an automatic basis for termination. The District will consider the following factors in determining what action, if any, should be taken against an employee who receives deferred adjudication for or is convicted of a crime during employment with the District:

- The nature of the offense
- The date of the offense
- The relationship between the offense and the position to which the employee is assigned.

Refer to **DH (LOCAL)**.

8.3 Pre-Employment Affidavit for Educational Entities

Pursuant to Texas Education Code (TEC) §22A.055, a person applying for employment with or who will act as a service provider for an educational entity (school district, district of innovation, open-enrollment charter school, other charter entity, regional education service center, or share services arrangement) must submit a pre-employment or pre-service affidavit.

9 Personnel Records

9.1 Maintenance and Access to Records

The Superintendent or designee will maintain all records relating to all present and past employees of the District, including a master personnel file and other personnel files and records as the Superintendent deems necessary.

The Superintendent or designee will be the custodian of all personnel records regardless of where the records are located or maintained.

9.2 Employee Access and Right to Information

Past or present employees of the District may inspect their personnel files during normal working hours. The employee will be entitled to review their personnel file upon reasonable advance notice. The employee must examine the personnel file in person in the presence of a Human Resources Office administrator at a location provided by the District. An appointment to review the file should be made in advance by calling the Human Resources Office.

Copies of an employee's personnel file will be made available to the individual by the District within a reasonable time upon receipt of a written request signed by the employee. Payment of $0.10 per page is required if the file is more than 50 pages (charged for pages 51 forward) or if more than one copy set is requested in the school year. Files of less than 50 pages will be reproduced at no charge (for the first set).

An employee may deliver in person a written authorization for a designated representative to examine the employee's personnel file. This authorization will be placed in the employee's personnel file. Once the authorization is approved by the Superintendent or designated agent, the

properly designated representative of the employee will be allowed to examine and obtain copies under the same procedure set out for employees.

9.3 Public Access to Employee Personnel Files

Information contained in District personnel files will be available in accordance with provisions of the Texas Public Information Act and related opinions of the Attorney General.

The following items of information regarding employees are not open for public review, as provided by the Texas Public Information Act and Attorney General opinions:

- Grades on transcripts for professional public school employees (although the degree and curriculum completed is public information)
- Employee evaluation records for teaching and most administrative personnel
- W-2 forms
- Information relating to criminal records, other than that included on an employment application
- Medical information, psychological reports, etc.
- Any memoranda that would constitute an invasion of privacy as determined by the Attorney General

9.4 Disclosure of Employee Personal Information

Each employee has the right, as provided in the Texas Government Code § 552.024, to choose not to allow public access to their home address, telephone number, emergency contact information, or family member status. In most cases, an employee's personal email address is confidential and may not be released without the employee's permission.

Upon initial employment with the District, each employee will be required to declare in writing their preference on the disclosure of address, telephone number, emergency contact information, and family member status. That decision will remain in place until the employee changes the information on the EAC.

New or terminated employees have 14 days after hire or termination to submit this change. In the absence of a written request to withhold the information, personal information in the categories listed above will be released to the public if requested.

The District provides an online directory listing each employee by name, work location, assignment, and work telephone. Employees may choose to have their home addresses and telephone numbers included in this directory; however, the directory information will be released in response to any requests under the Texas Public Information Act.

There are strong reasons for choosing to be listed in the directory: primarily, the need to reach a person in an emergency and the need employees have to communicate with each other. It is, however, the employee's choice to make. The directory is located at **http://inside.cfisd.net/**.

10 Hiring, Transfer, and Reassignment

10.1 Employee Hiring

The Board has established the following objective criteria for decisions regarding the hiring, dismissal, reassignment, promotion, and demotion of District employees. The following criteria are not rank-ordered and may be considered in whole or in part when making such decisions:

- Academic or technical preparations, supported by transcripts
- Proper certification for grade level, subject, or assignment, including emergency permits and endorsements for specific subjects, programs, or positions
- Experience
- Recommendations and references
- Evaluations
- Suitability for the position and professional competence
- The needs of the District

10.2 Transfers and Reassignments

The Superintendent has the right to assign duties to a teacher as deemed proper, and may, from time to time, assign or reassign the teacher to additional duties.

The Superintendent has the right to make changes in teaching and building assignments, subject to provisions of Section 11.202(b) of the Texas Education Code, which are determined in the best interest of the District and of those involved. The Superintendent will consider campus seniority and principals' recommendations in making assignments and reassignments. Refer to **DK**.

Employee-initiated requests will be given consideration to the greatest extent possible. Principals may elect not to schedule interviews for employees wanting to transfer if the campus has no known openings; however, if an opening becomes available, that principal will begin the consideration process by reviewing listed individuals from the transfer list.

While all requests for transfers initiated by employees should begin with notification of the principal or immediate supervisor, questions about the procedure and transfer periods should be directed to Human Resources at 281-897-4040.

Campus Employee Transfers

In accordance with District policy and procedures, employee transfers for an ensuing school year may be at the initiative of the Superintendent or designee, other administrators, and also with consideration provided at the request of the individual employee.

An employee-initiated request for transfer does not guarantee that such a transfer will be made because each request must be considered for factors such as:

- Priority and number of transfers which must be made for administrative reasons (boundary changes, new campuses, returns from leave, etc.).
- Available vacancies.
- Qualifications/certification of the requesting employee.
- Campus instructional and organizational needs (principal's judgment).

An employee currently on an intervention plan and/or on current year administrative directives is not eligible to request a transfer. With the exception of administrative transfers, principals must approve all employee-initiated transfers to their schools.

All employee transfer requests are completed via the Internet:

1. The employee must log on to a link provided each year in the transfer memo.

The link takes employees through the request process.

After the transfer request has been electronically submitted, principals will have access to daily reports to review the information.

Deadlines for submitting transfer requests will be established and published each school year.

Non-Campus and Hourly Employee Transfers

Employees can be transferred at any time due to changes in enrollment or District requirements. Any employee may be assigned to any department/facility in the CFISD, whether or not the employee requests the assignment.

Employees who wish to transfer from one department/facility to another must apply for the posted position on the District website in order to be considered.

Employees Returning from Temporary Disability

Employees returning from temporary disability and those at campuses where projected enrollment data reflect the need for fewer staff members because of boundary changes and/or lack of previously expected growth will be given the highest priority for administrative transfers.

Notice of Promotional Opportunities

The District provides periodic and timely postings on the District's website and in District buildings of vacancies in areas of promotional opportunity. Postings indicate the District contact person for applications.

11 Employee Organizations

Neither the Board nor any administrator will directly or indirectly coerce any teacher or employee to refrain from participating in political affairs in their community, state, or nation.

Neither the Board nor any administrator will directly or indirectly require or coerce any teacher or employee to join any group, club, committee, organization, or association. An employee has the right to join or refuse to join any professional association or organization.

The right of persons to work will not be denied or abridged on account of membership or non-membership in any labor union or labor organization. In the exercise of such rights all persons will be free from threats, force, intimidation, and coercion. Refer to **DGA (LOCAL)**.

Note: The term "labor organization" means an organization of any kind, or any agency or employee representation committee or plan in which employees participate and which exists for the purpose, in whole or in part, of dealing with one or more employers concerning grievances, labor disputes, wages, rate of pay, hours of employment, or conditions of work.

12 Associations and Political Activities

The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization. Membership fees may be paid through payroll deduction.

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

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

12.1 Personnel Services Committees

The District maintains the Personnel Services Committee and the Paraprofessional Personnel Services Committee as avenues of expression for professional and paraprofessional employees who wish to voice a District-wide concern to the administration. There will be at least one representative elected from each building in the District.

District Contact Persons	
Jessica Mkeis	281-897-4034
Jan Price	281-517-4033
Dinah McMichael	281-897-4088

13 Employee Complaints

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly grievance process. In this policy, the terms “complaint” and “grievance” will have the same meaning.

Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time. The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. After all administrative procedures are exhausted, employees can bring concerns or complaints to the Board of Trustees.

For ease of reference, the District’s policies concerning the process of bringing concerns and complaints can be found in the Board policies referenced in this section. Employee complaints will be filed in accordance with the applicable policy in the table.

Some of these policies require appeals to be submitted in accordance with **DGBA** after the relevant complaint process:

Complaint Topic	Submission Policy
• Discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability) • Certain forms of harassment, including harassment by a supervisor and violation of Title VII • Retaliation relating to discrimination and harassment	**DIA**

Complaint Topic	Submission Policy
Instructional materials	**EFA (LEGAL)**
A commissioned peace officer who is an employee of the District	**CKE**
The proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code	**DFBB**
The proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term	**DFAA, DFBA, DFCA**

14 Employee Involvement

At both the campus and District levels, CFISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the District. As part of the District's planning and decision-making process, employees are elected to serve on District- or campus-level advisory committees.

Plans and detailed information about the shared decision-making process are available. Refer to **BQA** and **BQB**.

15 Staff Development

Staff development activities in CFISD are designed to support both employee growth and district goals. For instructional personnel, professional development is primarily campus-based, aligned with campus performance objectives, outlined in the campus improvement plan, and approved by the campus principal. For non-instructional staff, development opportunities focus on meeting specific licensing requirements (e.g., for bus drivers) and enhancing job-related skills.

15.1 Annual Compliance Training

All CFISD employees are required to complete annual compliance courses that address key health, safety, social, and ethical topics. These trainings, available through the Cypress-Fairbanks Professional Growth System (CFPGS), include topics such as mental health awareness, student safety, and substance use prevention.

Campus staff required to complete these trainings may include, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers,

crossing guards, district special program liaisons, and supervisors of personnel who regularly interact with students. These courses are designed to support student well-being and promote a safe, inclusive learning environment for all.

15.2 Mental Health Training

All district employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

16 Evaluating Employee Performance

One of the hallmarks of the CFISD is an ongoing commitment to the continued growth and development of its employees. Because of this commitment, the District provides many opportunities throughout the year to support ongoing professional growth.

A critical component of the continuous improvement process is the support provided by the collaborative relationship developed during the evaluation/appraisal process between the individual being appraised and the appraiser.

16.1 Teacher Appraisals

Cypress-Fairbanks ISD has adopted a locally-developed system for teacher appraisal as outlined in TEC, §21.352. The CF-TESS appraisal process includes:

- An orientation for all teachers new to the Cypress-Fairbanks Teacher Evaluation and Support System (CF-TESS).
- An annual review for all (new and existing) teachers to be appraised will be provided to share District policy regarding teacher appraisal and 19 Administrative Code, Chapter 150, Subchapter AA (Teacher Appraisal).
- A personal professional goal created in collaboration with the assigned appraiser, including completion by the teacher of the Establish and Implement Personal Professional Goal.
- A goal for student growth set by the teacher to help plan instruction and drive student learning throughout the year, including completion by the teacher of Establish and Implement Goal for Student Growth.

- Opportunities for classroom observations, both formal and/or informal, to be conducted by the assigned appraiser and other administrators.
- Ongoing review and reflection of the Personal Professional Goal and Goal for Student Growth, including completion by the teacher of Monitor and Adjust Goals.
- Cumulative data collected by the appraiser regarding job-related teacher performance, in addition to formal/informal classroom observations.
- An opportunity to reflect and evaluate the Personal Professional Goal and the Goal for Student Growth before the end-of-year conference, including completion by the teacher of the Reflect and Evaluate.
- A personal and professional goal drafted in collaboration with the assigned appraiser with a view to the following school year, including completion by the teacher of the Personal Professional Goal Draft for the Next School Year.
- An appraisal report and the End-of-Year Conference Data Form completed by the assigned appraiser.
- An end-of-year conference to be held between the teacher and the assigned appraiser no later than 15 business days before the last day of instruction.

Specific and detailed information about the process and following topics may be found in the separate online publication, the Appraisal Handbook for Teachers, Paraeducators, and Non-Teaching Professional, located on the homepage of the Cypress-Fairbanks Professional Growth System (CFPGS) and **DNA**:

- The appraisal standards, domains, dimensions, and descriptors for each performance level
- Information regarding additional teacher support
- The teacher response and appeal process
- Appraiser qualifications
- Requirements for teacher orientation
- Specific appraisal timelines

16.2 Paraprofessional and Non-Teaching Professional Appraisals

All employees, professional and ancillary, should be evaluated annually by their supervisors. All paraprofessional and non-teaching professionals will demonstrate their continued growth and professional development through the annual goal setting and evaluation process.

An orientation to the appraisal process should be provided by the end of October for all employees, including the criteria upon which the annual evaluation will be based. The evaluation

document should be reviewed with the employee at the end-of-year conference to be held according to the following timeline:

- Campus paraprofessionals and non-teaching professionals in May and June
- Non-campus paraprofessionals and non-teaching professionals before the end of the employee's contract year

Specific and detailed information about the process and following topics may be found in the separate online publication, the Appraisal Handbook for Teachers, Paraeducators, and Non-Teaching Professionals, located on the homepage of the CFPGS:

- A Plan of Action (Goal Setting) document
- A Paraeducator and Non-Teaching Professional Intervention Plan
- The Paraprofessional and Non-Teaching Professional response and appeal process
- Specific appraisal time

In addition to the rebuttal process outlined in the Appraisal Handbook for Teachers, Paraeducators, and Non-Teaching Professionals, employees may present complaints regarding the evaluation and appraisal process in accordance with the District's complaint policy for employees. [See DGBA]

16.3 Hourly Employee Evaluations

The evaluation period for most hourly employees will be from April 1–March 31. Written employee evaluations are required annually; however, periodic observations and evaluations are made as frequently as deemed appropriate by the employee's immediate supervisor.

Evaluations are intended to provide the employee and supervisor a mutual understanding of job requirements and performance which can and should be improved as well as noting the areas in which the employee is performing well. The evaluations will focus on job performance and safety as well as other appropriate facts.

The evaluation will be discussed in detail with the employee by the immediate supervisor. The employee will have the opportunity to make any comments in writing on the evaluation form. Signing of the evaluation form does not indicate that the employee agrees with the evaluation, but it ensures that each employee has seen the evaluation and has had an opportunity to comment in writing.

Employees will receive copies of their evaluation forms following their evaluation conferences. The original copy of the evaluation form will be retained in the employee's personnel file which is in the Human Resources office.

16.4 Nursing Review Committee Evaluations

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

17 Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at Board meetings, in the District newsletter, on the District website, and through special events and activities on campuses and in departments.

18 Educational Research, University Courses and Education Related Certificates

Approval for Conducting Educational Research, Fulfilling University Course Requirements, or Fulfilling Requirements to Earn an Education Related Certificate

In Cypress-Fairbanks ISD:

Educational research is defined as: "The scientific field of study that examines education and learning processes and the human attributes, interactions, organizations, and institutions that shape educational outcomes. Scholarship in the field seeks to describe, understand, and explain how learning takes place throughout a person's life and how formal and informal contexts of education affect all forms of learning. Education research embraces the full spectrum of rigorous methods appropriate to the questions being asked and also drives the development of new tools and methods." https://www.aera.net/About-AERA/What-is-Education-Research

University Course Requirement is defined as a task given to a student from a professor/teacher/instructor for the purpose of completing a university course. This process may require data be collected regarding teachers, administrators, or students. Example: Conducting a

survey of students or teachers, reviewing the data, and writing a paper to be submitted to a course instructor for a grade.

Fulfilling Requirements to Earn an Education Related Certificate is defined as going through a university, region service center, or other entity to obtain an education related certificate where data collection is involved. This process may require data be collected regarding teachers, administrators, or students. Example: principal, counselor, or superintendent certificate.

Who needs approval?

Any educational research, university course requirement, or work toward an education related certificate that involves data collection through observation, interviews, surveys, tests, historical data etc., are subject to an approval process via one of the following documents:

- Application to Conduct Research in Cypress-Fairbanks ISD
- Application to Collect Data Related to Completion of a University Course Requirement in Cypress-Fairbanks ISD
- Application to Collect Data Related to Earning an Education Related Certificate in Cypress-Fairbanks ISD

NOTE: Any data collection process that involves students, district employees, or parents must be approved at the district level and will require active consent.

How is approval obtained?

Email researchapplicant@cfisd.net to obtain a copy of one or more of the following:

- Application to Conduct Research in Cypress-Fairbanks ISD
- Application to Collect Data Related to Completion of a University Course Requirement in Cypress-Fairbanks ISD
- Application to Collect Data Related to Earning an Education Related Certificate in Cypress-Fairbanks ISD

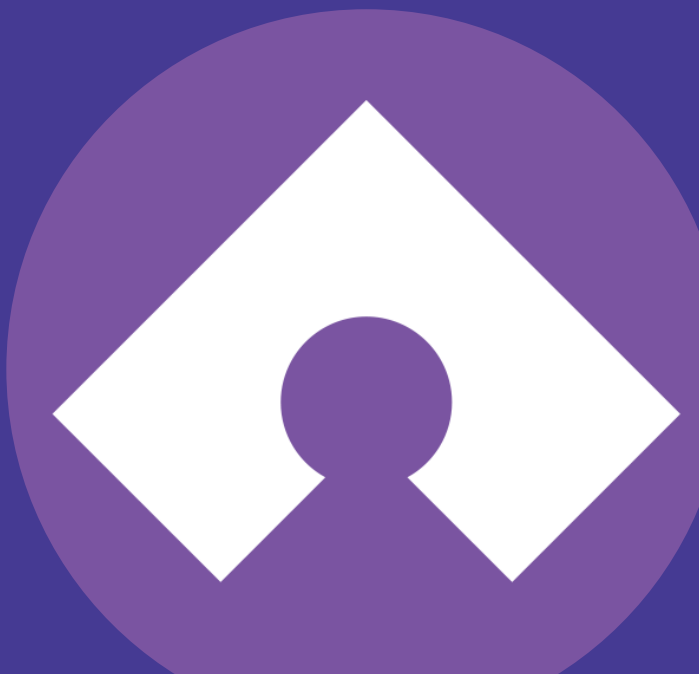
19 District Communications

Throughout the school year, the communication department publishes newsletters, brochures, flyers, calendars, news releases and other communication materials for employees and the community. This includes the *State of the District* booklet, the *Connection* community and employee newsletters, Calendar, District Map, Trustee Election Voter Guides and Legislative Priorities.

20 Use of Facilities

Employees who wish to use District facilities after school hours must follow established procedures. The Facilities Use Manager is the designated district official authorized to grant or deny scheduling requests and assign use of facilities on a school campus for outside groups requesting to use district facilities outside normal business hours. No approval for non-school use may be granted by any other individual in the district. Contact 281-897-6440 to request to use school facilities and to obtain information on the fees charged. Refer to **DGA** and **GKD**.

Section IV Electronic Communication Guidelines



Policy References for This Section		
	• CPC • CQ • CY • DH	• FL (LEGAL) • GBA (LEGAL) • CY (LEGAL)

1 Electronic Devices/Communication

1.10 Electronic Devices in the Workplace

CFISD is committed to ensuring high standards in the workplace. This requires that all employees focus on contributing positively to the education of students.

To maintain these high standards, employees may not use personal electronic communications devices (tablets, cellular phones) that interfere with their performance of job responsibilities. Teachers may use cellular phones in the instructional process. Teachers may also use cellular phones for business calls, including parent contacts, only during planning periods and other off-duty times during the instructional day. Personal calls may not be made or received during class periods.

School District telephones are for District business and personal use should be incidental and should not interfere with job performance. Employees are not permitted to possess, view, or distribute materials of a pornographic nature in the workplace, or access pornography via the District's Network.

1.11 Public Information on Private Devices

Employees should not maintain District information on privately owned devices, including cellular phones. Any District information created or held on a personal device must be forwarded or transferred to the District to be preserved for the required retention period. In the absence of transferring the District information, employees will be the temporary custodian of the information and are required to maintain the information on their personal device for the required retention period under state law and District policy. The District will take reasonable efforts to obtain the information in compliance with the Public Information Act. Reasonable efforts may include verbal or written directive and remote access to District-owned devices and services. Refer to **DH (LEGAL)**.

1.12 Electronic Recording

Employees will not electronically record another employee by audio, video, or other means, including any conversations or meetings unless every employee present has been notified and consents to being electronically recorded.

These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel.

2 Electronic Communications Between Employees, Students, and Parents

Employees are prohibited from communicating with students who are enrolled in the District through electronic media, except as set forth herein.

2.1 Definitions

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

Term	Definition
Electronic communications	Any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, or personal data assistant. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
Communicate	Means to convey information and includes a one-way communication as well as a dialogue between two or more people. Unsolicited contact from a student through electronic means is not a "communication." A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a "communication:" however, the employee may be subject to District regulations on personal electronic communications.
Authorized Personnel	Includes classroom teachers, counselors, principals, assistant principals, directors of instruction, librarians, paraprofessionals, nurses, educational diagnosticians, school psychologists, coaches, campus athletic coordinators, athletic trainers, and any other employee designated in writing by the Superintendent or a campus principal.

2.2 Permitted Communications

Authorized personnel (certified/licensed employees or any other employee designated in writing by the Superintendent or) may communicate through electronic media on approved District-provided devices or platforms with students who are currently enrolled in the District only about matters within the following guidelines.

Any other employee will not use a personal electronic communication platform, application, or account to communicate with currently enrolled students. Employees should not provide students with their personal phone number or email address. An employee will notify their supervisor when a student engages in improper electronic communication with the employee.

An employee is not subject to this prohibition to the extent the employee has a pre-existing social or family relationship with the student. For example, an employee may have a pre-existing relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship will provide written consent from the student's parent.

The written consent will include an acknowledgement by the parent that:

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

2.3 Guidelines for Authorized Personnel

- The employee will limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to classwork, homework, and tests) and only communicate through approved District-provided devices or platforms.
- The employee is prohibited from knowingly communicating with students through a personal cellular phone or social network page; the employee must create a separate social network page ("professional page") if the employee wishes to communicate with students on social media. The employee must enable administration and parents to access the employee's professional page.
- Only an employee who has an extracurricular duty assignment may communicate with students through District-approved text messaging platforms. An employee should not provide their personal cell phone number or email address. The employee may communicate

only with students who participate in the extracurricular activity over which the employee has responsibility.

- The employee will not communicate with any student between the hours of 11:30 p.m. and 5:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records and other District records; including educator evaluations, credit card numbers, and private email addresses. Refer to **CPC** and **FL (LEGAL)**.
  - Copyright law. Refer to **CY**.
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. Refer to **DH**.
- Upon written request from a parent, the employee will discontinue communicating with the parent's minor student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to their immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the District's record retention policy.
- An employee will notify their supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

3 Personal Use of Electronic Media

3.1 Scope

Electronic communications include all forms of social media, such as:

- Text messaging
- Instant messaging
- Electronic mail (email)
- Web logs (blogs)
- Wikis
- Electronic forums (chat rooms)
- Video-sharing websites (e.g., YouTube)
- Editorial comments posted on the Internet
- Social network sites (e.g., Facebook, X, LinkedIn, Instagram)

Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.

3.2 Employee Expectations

As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform their job duties, the employee is subject to disciplinary action, up to and including termination of employment.

If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

Note: Employees are prohibited from communicating with students through a personal social network site.

An employee who uses electronic communications for personal purposes will observe the following rules:

- The employee may not set up or update the employee's personal social network page(s) using the District's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency, or the use is authorized by a supervisor to conduct District business.

- The employee shall not use district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express written consent.
- The employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on District business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

3.3 Confidentiality of Data and Information

For all electronic media, employees are subject to certain state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus.

These restrictions include:

- Confidentiality of student records: refer to **FL (LEGAL)**.
- Confidentiality of other District records, including educator evaluations and private email addresses: refer to **GBA (LEGAL)**.
- Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law: refer to **DHA (LEGAL)**.
- Prohibition against harming others by knowingly making false statements about a colleague or the school system: refer to **DH (EXHIBIT)**.
- Copyright law: refer to **CY (LEGAL)**.

4 Electronic Communication and Data Management

4.1 District Technology Resources

The District has invested in computer technology to broaden instruction and to prepare students for an increasingly digital society. Use of these resources is restricted to students working under a teacher's supervision and/or direction for approved instructional purposes only.

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

All students and District employees may use District-approved software in accordance with applicable license agreements. Unless otherwise noted in the license, or in the event the software arrived without a license agreement, any duplication of copyrighted software, except for backup and for archival purposes, is a violation of federal law. The use of any non-District software or the erasing of or tampering with authorized software on District computers is not permitted.

Employees are required to abide by the provisions of the District's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. A copy of the responsible use guidelines is included in this Handbook. Parents are asked to review these guidelines when initially enrolling students in the District. Students (grades 6–12) and all District employees are required to sign and agree to the District's Responsible Use Guidelines regarding appropriate use of these resources.

Employees who use District email, communication messaging systems, and/or technology devices are expected to use a standard District confidentiality notice on third-party email communications, a screen lock with the District's standardized screen, and standard District email signature with name, title, contact information, and an optional campus or District motto and/or symbol. Personal mottos, quotes, and/or images are prohibited.

The statements above are explained in detail in the policies and procedures that follow and **CQ (LOCAL)** and **(Regulation)**. The District will provide training in proper use of the system and will provide all users with copies of responsible use guidelines. All training in the use of the District's system will emphasize the ethical and safe use of this resource.

4.2 Consent Requirements

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system.

No original work created by any District student or employee will be posted on a District web page or social media under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work.

No personally identifiable information about a District student will be posted on a District web page or social media under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor.) An exception may be made for "directory information" as allowed by the FERPA and District policy.

4.3 System Access

Access to the District's electronic communications system will be governed as follows:

- All users will be required to acknowledge their receipt and understanding of the responsible use guidelines as published in the Student Handbook and Code of Conduct for students and the Employee Handbook for employees.
- Access to the District's electronic communications system, including the Internet, will be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system by employees will be permitted if the use:
  - Imposes no tangible cost on the District.
  - Does not unduly burden the District's computer or network resources.
  - Has no adverse effect on an employee's job performance.
  - Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students.
- District employees and students will be granted access to the District's system and will be assigned individual accounts. District employees and students are not to share their login/password with others.
- As appropriate, District employees will be granted access to the District's system.
- Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.

4.4 Technology Administrator Responsibilities

The Chief Technology Officer or designee for the District's electronic communications system (or campus designee) will:

- Be responsible to disperse and enforce applicable District policies and responsible use guidelines for the District's system.
- Ensure that all users of the District's system complete and sign annually an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal’s or supervisor’s office.
- Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.
- Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.

- Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure student safety online and proper use of the system.
- Be authorized to disable a filtering device on the system for District-approved educational research or another lawful purpose, with approval from the Superintendent.
- Set limits for data storage within the District's system, as needed.

4.5 Monitored Use of Electronic and Web-Based Accounts

Electronic mail transmissions and other use of the electronic communications system by students and employees will not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes. This monitoring may include activity logging, virus scanning, and contact scanning.

Email cannot be accepted in the following situations that would normally require a parent signature, such as: absence from school excuses, medication administration permission, permission to stay for after school tutorials, early release from school, or field trip permission slips.

Suspected violations of responsible use by employees should be reported to the Associate Superintendent for Human Resources. Suspected violations of responsible use by students should be reported first to the campus principal and, if necessary, by the campus principal to the Assistant Superintendent for Student Services.

If necessary, access to electronic mail accounts for instructional purposes must have campus and District prior approval. The District may allow secure, web-based, student accounts to support instruction. Students are prohibited from accessing unauthorized email services while using District equipment. Students and teachers may participate in District-approved chat rooms where teachers monitor all student interactions. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by curriculum and campus administration. Participation in non-District-approved social networking sites, such as Facebook, etc., or the use of any anonymizing technologies (e.g. tunnel) is prohibited.

Cell phones and other portable computing devices, such as iPads, tablets, and laptops, can be used for instructional purposes only during the school day. Students using cell phones or other portable computing devices without teacher permission will be held accountable to the cell phone rule use set forth in the Student Code of Conduct.

The District has provided students with access to Google Drive and Microsoft OneDrive as storage locations for files. Google Drive and Microsoft OneDrive provide cloud-based storage where student-created products can be accessed from year to year in an organized filing system. Students also have the opportunity to store digital work in their portfolio in Schoology, the

district's learning management system. This portfolio follows the students from year to year throughout their education career at CFISD.

4.6 Website Moderation

Filtering

A committee, chaired by the Chief Technology Officer or designee will select, implement, and maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors. All Internet access will be filtered for minors and adults on computers with Internet access provided by the school.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to:

- Nudity/pornography
- Images or descriptions of sexual acts
- Promotion of violence
- Illegal use of weapons
- Drug use
- Discrimination or participation in hate groups
- Instructions for performing criminal acts (e.g., bomb making)
- Online gambling

Requests to Disable Filter

The committee will consider requests from users who wish to use a blocked site for District-approved educational research or other lawful purposes. The committee will make a recommendation to the Chief Technology Officer or designee regarding approval or disapproval to disable the filter for the requested use.

District Website

The District will maintain District website, school websites and social media for the purpose of informing employees, students, parents and members of the community of District programs, policies and practices.

Requests for publication of information on the District website must be directed to the Assistant Superintendent for Information and Technology Services or designee. The Chief Technology and Community Relations Officer or designee and the Assistant Superintendent for Communication or

designee will establish guidelines for the development and format of web pages controlled by the District.

Refer to the Network/Internet Responsible Use Guidelines section regarding student information published on a website controlled by the District.

District-Approved School Webpages

The official website for CFISD is **www.cfisd.net**. Campuses may publish web pages that present information about school activities, subject to approval from the Assistant Superintendent for Communication and Community Relations or designee, and link to the District's site.

The campus principal will designate the staff member responsible for managing the campus' webpage under the supervision of the Assistant Superintendent for Communication and Community Relations or designee. Any links from a webpage to sites outside the District's computer system must receive approval from the Assistant Superintendent for Communication and Community Relations or designee.

Personal Webpages

Employees or students may not misrepresent the District by posting content to the website or social media purporting to be the official website or social media for the District.

4.7 Termination/Revocation of System User Account

Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or Chief Technology Officer or designee receives notice of an employee's termination or a student's withdrawal or of revocation of system privileges, or on a future date if specified in the notice.

4.8 Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

5 District Copyrights

Occasionally an employee has questions regarding the use of materials created as part of the employee's job to be included in books or other commercial materials. Such materials created by the employee may include lesson plans, staff development presentations, or tests/test items.

Any work prepared by an employee within the scope of their employment is owned by the District. Under federal copyright laws this is called "work made for hire." An employee with questions regarding ownership or copyrights on materials prepared within the scope of their employment should consult with their supervisor.

6 Information Security and Data Privacy

6.1 Records and Safe Storage

What is a record and why do we care?

According to Texas Local Government Code Section 201.003, a School District record:

- Documents the transaction of district activity and business.
- Is created or received by a school district staff person or board member on paper, by mail, district or personal electronic devices, etc.
- Is a record whether open (available for public access) or closed.
- May exist in any medium—paper, electronic, photo, film, web post, text message, etc.

School records **DO NOT** include extra copies of the original document, blank forms, or stocks of publications.

The process of managing records is important for the following reasons:

- Improves access to information.
- Controls the amount of materials taking up valuable office, server, or cloud space.
- Reduces operating costs.
- Minimizes litigation risks.
- Safeguards vital information.

Safe Storage Practices

Whether the records you hold are in paper or electronic form, it is important to use safe storage practices. The following are considered safe storage practices:

- Use a filing system (usually by year) which allows for easy access, and for removal of records when the time comes for destruction, deletion, or off-site storage.
- At least one other staff person should be aware of the location and filing system for your records, whether or not they have direct access.
- Electronic records must always be stored on a network drive, such as H: or S: or on a Cy-Fair ISD database system, such as E-School or Laserfiche. These files are securely stored and are safe for records storage. Your Desktop, C: drive, or "My Documents" folder are susceptible to loss if your desktop or laptop computer fails.
- Make sure paper records are stored at least a few inches off of the floor, and are generally secure from flood, theft, accidental destruction, and other potential damage or loss.
- Be sure that the records you use, view or store are never accessible to unauthorized persons.

Records Retention

The Texas State Library and Archives Commission (TSLAC) sets the required minimum standards for records management in local governments. The commission has created RETENTION SCHEDULES which Cy-Fair ISD must follow in order to comply with the law. These schedules list the types of records that a school district is required to keep, and specifies the amount of time we are required to maintain that type of record. This requirement is addressed in our Board Policy CPC (Legal) and CPC (Local).

Using the TSLAC requirements, the Cy-Fair ISD Records Center posts retention requirements for most district records on the intranet, **http://inside.cfisd.net/**.

Two retention schedules are posted on the **inside.cfisd.net** site. One is for records held on a school campus, and the other list records most common to district administrative departments. They are searchable PDF files, so the Adobe toolbar can be used to conduct key word searches, or to find bookmarks for certain sections.

The intranet page does not list every category of record. If you or your department requires the retention schedule for more specific records, it is your responsibility to contact the District's Records Manager, **recordsdept@cfisd.net**, to obtain that information. A retention schedule specific to your department or area of responsibility can be created for your use.

Email

Much of our school district business is conducted through email correspondence, and these emails are considered School District records. In order to adequately comply with most retention

requirements, Cy-Fair ISD maintains our email database for a period of 5 years. During that period, any email that you have created or received through the district's Microsoft Outlook system is retrievable.

If you are responsible for records that require a retention longer than 5 years, and if those records are stored only in email form, it will be necessary for you to save those records in a different format. (Print a paper copy of the item and file it, or otherwise electronically save it for the required period of time.)

Records Destruction

When your records have met their required retention period, it is important to destroy or delete them in a timely manner. As outlined in **CPC-R**, District removal and destruction procedures must be followed when destroying both physical and electronic records if they:

- Are record copies of an item listed on the District's retention schedule, or
- Contain personally identifiable information (PII) of a student or staff member.

The Records Department conducts a shredding program for paper records. Boxes of records or pages containing PII must be picked up and properly disposed of through this program. Non-record items without personal information may be discarded or recycled.

Electronic records—including those stored on computers, network drives, cloud storage, and Laserfiche—must also be deleted in accordance with **CPC-R**. These records must be permanently removed and not left in recycle bins, archives, or backups. Items containing PII must be securely deleted to prevent recovery.

Contact the Records Center at **recordsdept@cfisd.net** to request a pickup form, the Laserfiche Disposition Form, or for more information about records destruction procedures, including those for electronic records.

6.2 Employee Responsibilities

Employees play an important role in keeping CFISD's sensitive information secure. Many employees may come into contact with sensitive information on a daily basis. Examples of "sensitive information" at CFISD include:

- Addresses
- Dates of birth
- Bank account/routing numbers
- Phone numbers
- Social security numbers

- Driver's license numbers
- Medical records and personnel records of employees
- Any financial information

Employees have a duty to protect the District and keep sensitive information safe. Guidelines for keeping this information are:

1. Make sure sensitive information is physically secure.
   - Lock up or password protect documents containing sensitive information when not using them. This includes employee information and any student information.
   - Shield information from view when others (non-authorized people) are nearby.
   - Lock cabinets or computer screens before walking away.
   - Don't leave sensitive items like employee records or student information on desks or in unlocked cabinets.
   - Keep mobile devices (laptops, smartphones, tablets, USB sticks, etc.) either within your sight or locked up at all times. Use password protection and auto lock screens with the standard District lock screen to further protect these devices.
2. Manage your passwords.
   - Use strong passwords on systems that contain sensitive information.
   - Your password must be between 12 and 16 characters in length. All passwords must contain at least one of each of the following:
     - Uppercase letter (A-Z)
     - Lowercase letter (a-z)
     - Alphanumeric character (0-9)
     - Special character (Accepted characters: ! @ # $ % ^ & *)
   - Don't reuse passwords on different accounts.
   - Don't share passwords with others.
3. Understand data privacy security to protect student and employee data.
   - **FERPA** – The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA requires staff to take reasonable steps to protect student records and information. Under FERPA, parents and eligible students may inspect, review, and request to amend education records. Some best practices include verbally discussing student information rather than sending student data via email and checking with the Technology Services Department to ensure software and websites are properly vetted before allowing students to use them. More information can be found at:

https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html or by calling 1-800-USA-LEARN.

- **COPPA** – Children's Online Privacy Protection ACT (COPPA) imposes certain requirements on operators of websites or online services directed to children under 13 years of age. Employees can help ensure compliance with COPPA by understanding what data is collected by a website or application, and ensuring the websites or applications are properly vetted by the Technology Services Department before allowing students to use them. More information can be found at: **http://www.coppa.org/coppa.htm**.
- **CIPA** – The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA requires that Districts have an Internet safety policy that includes technology protection measures which block or filter Internet access (on computers used by minors) to pictures that are (a) obscene; (b) child pornography; or (c) harmful to minors. Internet safety policies must include monitoring the online activities of minors, and as required by the Protecting Children in the 21st Century Act.1) must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and cyberbullying awareness and response. More information can be found at: **https://www.fcc.gov/consumers/guides/childrens-internet-protection-act**.
- **PPRA** - The Protection of Pupil Rights Amendment (PPRA) is a federal law that requires schools to obtain written consent from parents before minor students are required to participate in any U.S. Dept. of Education funded survey, analysis, or evaluation that reveals information concerning the following areas: political affiliations; mental and psychological problems potentially embarrassing to the student and their family; sex behavior and attitudes; illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.) More information can be found at: **http://www2.ed.gov/policy/gen/guid/fpco/ppra/parents.html.**

4. Guard against social engineering attacks (such as phishing).
   - Carefully review links and attachments in emails before clicking or opening.
   - Use bookmarks to safely return to sites visited frequently. Use browser functions that warn of sites with poor reputations.
   - Be careful of all requests for sensitive information, whether by email, phone, text message, or in person.
   - Independently verify the identity and authority of any requester with your supervisor or a Customer Care Center staff member before disclosing sensitive information.

5. Avoid unsecure networks outside the office.
   - Don’t connect to the office emails or systems from public Wi-Fi.
   - If connecting while traveling or working from home, use the employee portal, **https://my.cfisd.net**, to access district resources.
6. Securely destroy sensitive information (hard copy and electronic) when no longer needed.
   - Secure shredding is the preferred disposal method of hard copy documents with sensitive information.
7. Immediately report suspected information security events to the Customer Care Center 281-897-4357 or **isupport@cfisd.net.**
8. Questions regarding Information Security and Data Privacy may be addressed to the Customer Care Center.

7 Network/Internet Responsible Use Guidelines

Network/Internet access is available to students, teachers, and staff in the District. The Internet is a network connecting millions of computer users all over the world. The Internet enables worldwide connections to electronic mail, discussion groups, databases, software, and other information sources, such as libraries and museums.

The District provides Network/Internet access to promote educational excellence in the District by facilitating resource sharing, innovation, and communication. The District firmly believes that the valuable information and interaction available on the Network/Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

7.1 Terms and Conditions

Training

The District will provide training in proper use of the system and will provide all users with copies of responsible use guidelines. All training in the use of the District's system will emphasize legal, ethical, and safe use of this resource. The school District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Risk

Sites accessible via the Network/Internet may contain material that is illegal, defamatory, inaccurate, or controversial. Although the District will attempt to limit access to objectionable

material by using filtering software, controlling all materials on the Network/Internet is impossible. With global access to computers and people, a risk exists that students and employees may access material that may not be of educational value in the school setting.

User Responsibilities

Network/Internet users, (students and District employees), like traditional library users or those participating in field trips, are responsible for their actions in accessing available resources.

The following standards will apply to all users (students and employees) of the Network/Internet:

- The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from a campus administrator or District level administrator.
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
- Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
- Employees and students may not share sensitive District documents, such as test answer keys, via the Internet.
- Students are not permitted to use District technology to search the Internet for non-educational purposes. This includes “free search/surf” of the Internet which is defined as unsupervised searching of the Internet without an approved educational purpose.
- A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing educationally inappropriate material. The user must then notify the teacher or campus/building administrator of the site address that should be added to the filtering software, so that it can be removed from accessibility.

7.2 Publishing on the Internet

Recognition

First and last names and grade level may be used on the Internet to recognize personal achievements.

Permission for the following items is granted or denied through the initial Emergency Information and Medical/Parent Authorization Form given to each student at the beginning of the school year:

- **Student Work**—Student work will only be published with parental permission, on a **CFISD.net** web page or social media. Examples of published work could include short stories, poems, slide shows, and/or artwork. First and/or last names may be included with the student work.
- **Photographs**—Student photographs will only be published with parental permission, on a **CFISD.net** web page or social media. If a photograph of the student is included with the posting of the recognition and/or student work, the first and/or last name may be included with the photograph.
- **Exceptions to the Above**—Any exceptions to the items above will be secured through the Communication Office. Individual campuses may elect not to publish student work and/or photographs on the campus website even though the parent has given permission to do so.

Web Authoring

The District, the campuses, and the faculty have an authorized website and social media. Students, District employees, and community members are prohibited from authoring a private website or social media which represents itself as the official site for the District. For example, this would include but not be limited to campus and department sites.

Network Etiquette

System users of email or other communication messaging systems are expected to observe the following network etiquette:

- Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Pretending to be someone else when sending/receiving messages is considered inappropriate.
- Transmitting obscene messages or pictures is prohibited.
- Revealing personal addresses or phone numbers of the user or others is prohibited.
- Be considerate when sending attachments with email by considering whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Network Use

Network Use	Policy
Inappropriate Use	Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in the following sections, that violate the rules of network etiquette, or that hamper the integrity or security of any networks connected to the Network/Internet. Please refer to the Consequences of Violations section.
Commercial Use	Use for commercial purposes, income-generating or "for-profit" activities, product advertisement, or political lobbying is prohibited. Sending unsolicited junk mail, or chain letters, is prohibited.
Vandalism/Mischief	Vandalism and mischief are prohibited. “Vandalism” is defined as any malicious attempt to harm or destroy data of another user, hardware, peripherals, the District network and Internet, or any networks that are connected to the District network. This includes, but is not limited to, the creation or propagation of computer viruses. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is prohibited.
Playing Games and Downloading Music or Video Files or Game Files	These activities are prohibited unless approved for educational purposes.
Electronic Mail Violations	Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users, without permission, is prohibited.
File/Data Violations	Deleting, examining, copying, or modifying files and/or data belonging to or created by other users, without permission, is prohibited.
System Interference/Alteration	Deliberate attempts to exceed, evade, or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.
Unauthorized Disclosure	Unauthorized disclosure, use, and dissemination of personal information regarding students and employees are prohibited.

7.3 Security

Reporting Security Problems

If a user identifies or has knowledge of a security problem on the Network/Internet, such as filtering software not working, the user should immediately notify a teacher, administrator, or the System Administrator. The security problem should not be shared with others.

Impersonation

Attempts to log on to the Network/Internet impersonating a System Administrator or District employee will result in revocation of the user's access to Network/Internet.

Other Security Risks

Any user identified as having had access privileges revoked or denied on another computer system may be denied access to the District's Network/Internet.

Violations of Law

Transmission of any material in violation of any U.S. or state law is prohibited. This includes, but is not limited to copyrighted material, threatening, harassing, or obscene material, or material protected by trade secret. Any attempt to break the law through the use of a District network/internet account may result in litigation against the offender by the proper authorities. If such an event should occur, the District will fully comply with the authorities to provide any information necessary for the litigation process.

Consequences of Violations

Any attempt to violate the provisions of these guidelines may result in revocation of the user's access to the Network/Internet, regardless of the success or failure of the attempt. In addition, disciplinary action consistent with the District discipline policy and/or appropriate legal action, which may include restitution, may be taken.

District administrators will make the final determination as to what constitutes inappropriate use. With just cause, the System Administrator or other administrator, may deny, revoke, or suspend Network/Internet access as required, pending the outcome of an investigation.

8 Computer Software Policy

In accordance with Board Policy **CY (LOCAL)** and Administrative Regulation **CY-R**, it is the practice of the District to respect all computer software copyrights and to adhere to the terms of all

software licenses to which the District is a party. Technology Services is charged with the responsibility of enforcing this policy.

8.1 District Software

All computer software installed on District equipment must be purchased, reported to, and installed by Technology Services, or its designee. Software acquisition is restricted to ensure that the school District has a complete record of all software that has been purchased for District computers and can register, support, and upgrade such software accordingly.

Software on District computers used for instructional and/or administrative purposes must be approved by a District Curriculum Coordinator, Director of Instructional Technology and Technology Services.

Students, District employees, and volunteers may not duplicate any licensed software or related documentation for use either on the District's premises or elsewhere unless Technology Services is expressly authorized to do so by agreement with the licenser. Unauthorized duplication of software may subject the employee and/or the school District to both civil and criminal penalties under the United States Copyright Act.

Students, District employees, and volunteers may not give software to any third party including relatives, clients, contractors, etc. District employees, students, and volunteers may use District-approved software on local area networks or on multiple machines only in accordance with applicable license agreements.

For further information regarding the purchase and installation of computer software, please call the District's Customer Care Center at 281-897-HELP (4357).

8.2 Software Use Disclaimer

The policy applies to stand-alone computers as well as computers connected to the Network/Internet. The District makes no warranties of any kind, whether expressed or implied, for the services it is providing and is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its negligence or user errors or omissions.

The District is not responsible for phone/credit card bills, or any other charges incurred by users. Use of any information obtained via the Network/Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

9 CFISD Email Usage Guidelines

9.1 General Email Usage Guidelines

CFISD Board Policy **CQ** and the Student Handbook regulate the use of email.

Email is a District service provided by public funds. Email is for instructional, administrative, and limited personal use. Sending jokes, chain letters, etc. via email is considered an inappropriate use of District equipment.

Email is viewed as a public document and can become part of a legal process. Care should be given to the tone of the email. Also, grammar and spelling (consider using the Spell Check feature of the District's email system) should be checked before an email is sent. As stated in Board policy, email will not be considered confidential and may be monitored. Remember that email can be sent to others without one's knowledge.

School personnel should service their email at appropriate times. For example, teachers should service their email before and after school, during their lunch breaks, and during conference periods.

Building administrators should approve an email distributed to an entire campus staff. School employees should follow District and school guidelines when distributing an email to the entire school staff.

Email should be positive or informative and never negative in content.

Use proper email etiquette as described in Section 9.3 of this Handbook.

Revealing personal addresses or phone numbers of others is prohibited.

Email should be professional in nature, to the point, and signed correctly. Refer to examples in CFISD Netiquette.

Use good judgment in forwarding any email. Ensure that privacy considerations are considered. Refer to CFISD Netiquette.

If you will be unable to receive your email for an extended period of time (e.g., two or more days), please use the "Out of Office Alert" feature in the District's email system. Training will be provided as necessary.

Use the District standardized email signature at the end of your email in order to adequately identify yourself and to eliminate the need for you to enter the information each time you send an email. Training will be provided as necessary.

9.2 School Personnel-to-Parent Email Usage Guidelines

Any time school personnel use email to communicate with parents, whether at school or at home, they are representing themselves as District employees and should adhere to the District's General Email Usage Guidelines as well as the School Personnel-to-Parent Email Usage Guidelines listed in the following section. This does not mean that all school personnel must use email to communicate with parents; however, if a school employee chooses to use email as a form of parent communication, CFISD has established the following guidelines.

Email should be used after face-to-face parent contact has been established and authentication of the parent's email address is verified.

Using email as a form of parent communication should follow campus personnel-to-parent communication guidelines. Email should be returned in a timely fashion just as any other communication with parents (e.g., 24-hour rule on returning a parent telephone call).

Before sending a class/course group email, school personnel should secure written parent permission. This precaution should be taken because the email could reveal the email addresses of the group list.

If an email is received that causes concern, a school administrator should be alerted.

Use good judgment when forwarding any email. Ensure that privacy considerations are considered (e.g. FERPA prohibits sharing information about a child with anyone other than the child's parent or legal guardian).

Email Guidance	Examples
Appropriate Information to Share with Parents Via Email:	• Upcoming events specific to a teacher's classroom (e.g., units of study, field days, community service projects, concerts, performances, etc.) • Six weeks assignments (book reports, projects, tests, etc.) • Deadlines for various school activities (fundraisers, permission slips, field trips, testing dates for SAT, etc.) • Scheduling of parent conference requests • Specific requests for grades by a parent (If more explanation is needed, request a parent conference.)
Prohibited Information from School Personnel to Parents Via Email:	• Discipline situations, (e.g., rude behavior, use of inappropriate language, fighting, etc.) • Student behavior (sleeping in class, not prepared for class, tardiness, attitude, etc.) • Any information related to another student because of FERPA guidelines

Email Guidance	Examples
Email Cannot Be Accepted in the Following Situations (parent signature is required):	• Absence from school excuses • Medication administration permission • Permission to stay for after school tutorials • Early release from school • Field trip permission slips

9.3 CFISD Netiquette

Netiquette is short for "network etiquette" and refers to proper user behavior on electronic networks regarding your responsibilities to others.

Think About Your Audience

When you post an article or send a message, think about the people you are trying to reach. Never forget that the person on the other end is human. Because your interaction with the network is through a computer, it is easy to forget that there are people “out there.” Remember that people who may not know you well are reading your words. Try not to say anything to others you would not say to them in person in a room full of people.

Keep Your Mail Messages and Postings Brief but Clear

Express your thoughts succinctly and they will have greater impact. Make sure that the article or message is easy to read and understand. Try to balance brevity with enough details to be understood when read "cold" by someone not as totally involved with the topic as you may be.

Use Descriptive Titles

The subject line of an article or a mail message tells people what the article is about before they read it and is there to enable a person to quickly decide whether or not to read your article. Keep your subjects short and to the point.

Do Not Lobby or Advertise

Lobbying and advertising are not appropriate on the CFISD network. Such activities violate the "Cy-Fair ISD Acceptable Use Policy."

Be Cautious with Confidences when Forwarding Email

Mail is addressed to the person or persons that the originator intended to read the message. Forwarding that message to others or including portions of it in responses to others is a violation of confidence between the originator and the original addressee. Be careful that messages you

receive don't have other messages below the one you received that were not intended for others. In writing a message that you specifically do not want to be forwarded, you should state that in your message.

Identify Yourself Appropriately

Signatures should tell something about your position in the District but need not be lengthy. The main purpose of a signature is to help others locate/place you.

Appropriate Use of a Signature File

The District only allows standardized signature blocks. There should be no personal mottos or miscellaneous information attached to your signature.

Two styles of "signature files" would be appropriate: Formal and Informal.

Signature File Styles	
Formal	**Informal**
Formal style could/should be used with parents/guardians. It should include one's name, title, association/organization, etc.	An Informal style should have at least one's name and location at a minimum. It should say the city or organization to let the receiver/reader put the person in perspective. It should be used when corresponding with those who may not remember just who/where you are.
Tammy W. Doe Cy-Fair High School English Department Chair P.O. Box 123 Cy-Fair High School Houston, TX 77065 **tammy.doe@cfisd.net** Phone: (281) 693-6789 Fax: (281) 693-6788	Tammy W. Doe, English Department Chair Cy-Fair High, Houston, TX **tammy.doe@cfisd.net**

Note: It is inappropriate to include a long signature file like the first example above when corresponding with close friends and associates, and it is unnecessary. But, on the other hand, it is courteous to include information about your location and address.

Avoid "Flames"

"Flames" are messages or replies that express anger or might anger the reader. Expressing anger, being critical or criticizing others, or humiliating someone else is a flame or will cause flames. Correcting the spelling or grammar of others is not appropriate.

Your Mailbox Responsibility

The content and maintenance of a user's electronic mailbox is the user's responsibility. Check email daily/often; delete unwanted messages immediately since they take up disk storage.

Electronic Communications

- Keep paragraphs and messages short and to the point.
- Focus on one subject per message.
- Be professional and circumspect when writing about others. Email is easily forwarded.
- Follow chain of command procedures for corresponding with superiors. For example, don't send a complaint via email directly to the "top" just because you can.
- Don't use the CFISD network for commercial work.
- Include your appropriate signature at the bottom of email messages as necessary.
- Capitalize words only to highlight an important point or to distinguish a title or heading. *Asterisks* surrounding a word also can be used to make a stronger point. Using all caps means you are shouting.
- Do not use sarcasm and humor. Without face-to-face communications, your joke may be viewed as criticism.
- Respect and adhere to copyright and license agreements.

Section V Health and Safety

Policy References for This Section	• CK • CKC • CKD • CKE • CQ • DBA	• DBB • DGA • DMA • DEC (LOCAL) • DH (LOCAL) • DHE	• FOD (LEGAL) • FNCG (LEGAL) • GKA (LOCAL) • GKD

1 Travel Safety

The District has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to the security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve District equipment, employees must comply with the following requirements:

- Observe all safety rules and laws.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents and incidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

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

1.10 District Vehicle Operation and Travel Requirements

All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must undergo an annual driver's license record check. An acceptable driving record as determined by the Texas School Bus Drivers' Driving Evaluation criteria (less than 10 points in a three-year period) must be shown to maintain eligibility to drive/operate vehicles/mobile equipment or receive the travel allowance or mileage reimbursement.

Mobile equipment includes but is not limited to such equipment as street vehicles (cars/trucks), tractors, riding lawnmowers, forklifts, pallet jacks, ditch witches, and golf carts.

As student safety is our top priority, the District may deny driver eligibility based on one's driving history.

1.11 Notice of Traffic Violations

All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must notify their immediate supervisors immediately of any driving citation or traffic violation. Supervisors receiving such notice will immediately notify the Human Resources Department and Transportation Services (Human Resources division). Payment for any citations or fines received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle.

1.12 Commercial Driver's License (CDL)

Pursuant to CDL Requirements, a CDL driver must notify their employer, in writing and within 30 days of a conviction for any traffic violation regardless of the type of vehicle being driven at the time of the violation. This is in addition to the notification required in section 1.2 above.

1.13 Employee Vehicle Safety

The District is not liable for vandalism, theft, or any damage to cars parked on school property.

2 Requirements and Restrictions for Physical Examinations

2.1 Pre-Employment Physical Examinations

Each applicant who is offered a job in an hourly ancillary position, other than Club Rewind, will be required to undergo a physical examination as a condition of the employment offer. For designated safety-sensitive positions, the examination will include a drug test by urinalysis by an appropriate health professional designated and paid by the District. The examination and test will be used to provide evidence that the applicant has the physical capabilities to safely perform the job duties and the specified physical activity contained in the job description.

In addition to a pre-employment physical examination, each person certified to drive a school bus will undergo an annual physical examination. Employees driving for departments other than transportation, in positions requiring a commercial driver's license, will be required to undergo a physical examination every two years.

2.2 Communicable Diseases

Communicable diseases include, but are not limited to, measles, viral hepatitis-A (infectious hepatitis), viral hepatitis B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, leprosy, and tuberculosis. Employees with communicable diseases, whether acute or chronic, will be subject to the following provisions.

2.3 Physical Examinations During Employment

The District may require a medical examination (and/or inquiry) of an employee that is job related and consistent with business necessity and may make inquiries into the ability of an employee to perform job-related functions.

The Superintendent or designee may require any employee to undergo a medical examination if information received from the employee, the employee's supervisor, or other sources indicates the employee has a physical or mental impairment that:

- Interferes with the employee's ability to perform essential job functions; or
- Poses a direct threat to the health or safety of the employee or others.

A communicable or other infectious disease may constitute a direct threat. The physical or psychological examination may include a drug or alcohol test by urinalysis, blood analysis, or breathalyzer if the person's supervisor(s) determines that a reasonable suspicion exists to believe the person has used or is under the influence of a controlled substance as defined by the Texas Controlled Substance Act, Art. 4476-15 (Vernon's Texas Civil Statutes); a dangerous drug as defined by the Dangerous Drug Act, Art. 4476-14 (Vernon's Texas Civil Statutes); alcohol; or other drug affecting the person's ability to physically or mentally attend to the duties and responsibilities of their position. Refer to **DHE**.

The District may designate the physician to perform the examination. If the District designates the physician, the District will pay the cost of the examination. The District may place the employee on paid administrative leave while awaiting results of the examination and evaluating the results.

If the impairment does interfere with the employee's ability to perform essential job functions or poses a direct threat, the Superintendent or designee will determine whether the employee has a disability, and if so, whether the disability requires reasonable accommodation, including the use of available leave. The granting of additional unpaid leave may be a reasonable accommodation in some circumstances. If the employee does not have a disability, the Superintendent or designee will evaluate the employee's eligibility for leave. Refer to **DEC (LOCAL)**.

Confirmation

The information that an employee has a communicable disease will be confirmed by one of the following methods:

1. The employee brings the information to the District's attention.
2. The employee confirms the information when asked.
3. The employee is asked to submit to a medical examination at District expense when the Superintendent or designee has reason to believe that the employee has a communicable disease and is unable to perform the functions and duties of the job or poses a direct threat to self or others.

The results of such an examination are medical records in the possession of the examining physician. If the employee consents to have some or all of the results released to the District, the District will maintain the confidentiality of the information. The Superintendent or their designee will request the examining physician's advice regarding any restrictions in duties or necessary accommodations in duties based on the results of the examination. First aid and safety personnel may be informed to the extent necessary for them to provide emergency care.

Medical Factors

The Superintendent or their designee will obtain medical advice from local health authorities or private physicians on:

- The nature of the risk (i.e., how the disease is transmitted)
- The duration of the risk (i.e., how long the employee will be infectious)
- The severity of the risk (i.e., what is the potential harm to third parties)
- The probabilities that the disease will be transmitted and will cause varying degrees of harm
- Whether the employee's condition interferes with the performance of regular duties. This determination will be made by a physician who has performed a medical examination of the employee.

2.4 Qualified Individuals with Disabilities

If the Superintendent or their designee determines that work restrictions, reassignment, or exclusion may be appropriate, the Superintendent or designee will determine whether the employee is a "disabled person." If it is determined that an employee is disabled, the Superintendent or designee will also determine if the employee is otherwise qualified for employment. With respect to employment, a “qualified disabled person” is a disabled person who, with or without reasonable accommodation, can perform the essential functions of the job in question.

If it is determined that an employee is a "qualified disabled person," the employee must be reasonably accommodated. Accommodation is not reasonable if it poses undue financial or administrative burdens or requires fundamental alterations in the nature of the job or poses a threat to the safety of the disabled person or others.

2.5 Exclusion from Work

An employee may be excluded from work if the Superintendent or their designee, in accordance with this policy, determines that the employee poses a direct threat or risk of harm to other employees or students; the employee poses a direct threat to their own health by remaining on the job; or, the employee's physical or mental condition interferes with the performance of the essential functions and/or regular duties as specified in their job description.

The employee may present evidence to the Superintendent or their designee on any information relevant to the employee's fitness to continue the performance of regular duties.

If an hourly employee, for whom a physical examination is required, voluntarily resigns their position during the first six months of employment, the cost of the physical examination, including drug test, may be withheld from their final paycheck. An hourly employee who voluntarily resigns or is terminated may have the cost of uniforms deducted from their final paycheck if uniforms are not returned within three business days following the separation of employment.

Food service workers will comply with health requirements established by the city, county, and state health authorities.

3 Employee Welfare

3.1 Fragrances in the Workplace

Scents and fragrances can contribute to poor indoor air quality that can be unhealthy to students, employees and visitors. Recognizing that students, employees and visitors to our offices and campuses may have sensitivities and/or allergic reactions to various fragrant products, Cypress-Fairbanks ISD expects workspaces, common areas and classrooms to be fragrance-free. Fragrant products (air fresheners (plug-ins, scented aerosol sprays, etc.), potpourri and other similar items) are not permitted in the workplace. Personal fragrant products (fragrances, colognes, lotions, powders and other similar products) can be worn in moderation but should not be perceptible to others.

3.2 Tobacco and Nicotine Products and E-Cigarette Use

State law prohibits smoking, using tobacco or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings,

playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

"E-cigarette" means an electronic cigarette or any other device that stimulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device, regardless of weather the liquid solution or material contains nicotine. The term does not include a prescription medical device, prescription medication, or other prescribed substance unrelated to the cessation of smoking. The term "e-cigarette" includes:

1. A device regardless of whether it is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and

2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Employees will not use tobacco, tobacco products, electronic cigarettes (e-cigarettes), electronic vaporing devices [*vaping*], personal vaporizers (PV), or electronic nicotine-delivery systems on District premises, in District vehicles [*includes parking lots*], nor at school or school-related activities. Refer to **DH (LOCAL)** and **GKA (LOCAL)**. Employees who violate this policy will be subject to disciplinary action, which may include a written reprimand, suspension with or without pay, or termination of employment as circumstances warrant.

3.3 Possession of Firearms and Weapons

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon, as defined by **FNCG (LEGAL)**, on District property at all times. Exceptions to this policy occur when:

- Use or possession of a firearm by a specific employee is authorized by Board action. Refer to **CKE**.
- A District employee who stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view; or,
- The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. Refer to **FOD (LEGAL)**.

Pursuant to the provisions of Texas Penal Code 46.03, an employee commits an offense if, with a firearm, illegal knife, club, or prohibited weapon listed in Section 46.05(a), intentionally, knowingly,

or recklessly goes on the physical premises of a school or educational institution. This prohibition extends to all school activities on or off campus and while riding any school transportation.

Additionally, pursuant to Texas Penal Code 46.035(b)(2), employees who are licensed handgun holders are prohibited from carrying a handgun, regardless of whether the handgun is concealed on or about the license holder's person, while on the premises or grounds where a high school, collegiate, or professional sporting event or interscholastic event is taking place, unless the license holder is a participant in the event and a handgun is used in the event.

3.4 Visitors in the Workplace

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

3.5 COVID Face Masks Addendum

When approved by the Superintendent, in order to protect the health and safety of other members of the school community, all staff and students (grades PK-12) may be required to wear face masks on buses, in hallways, and in common areas. Additionally, all staff and students (grades PK-12) may be required to wear face masks in the classroom when social distancing is not feasible and/or the teacher's method for delivery of instruction warrants the use of face masks. All visitors (including parents, contractors, and vendors) may be required to also wear face masks. Face masks will be provided for staff and students if needed.

Face masks are defined to include non-medical and medical grade disposable face masks and cloth face coverings (over the nose and mouth) that meet the same protection standards as non-medical grade face masks. Additionally, if required, face masks with exhalation valves (vents that allow air to be exhaled through a hole in the material) may only be worn in combination with full-face shields.

If required, limited exceptions to these rules may be made for eating, drinking, therapy, or a medical condition or disability that prevents a person from wearing a face mask. Full-face clear shields as an accommodation may be used in place of a mask to protect eyes, nose, and mouth whenever a face mask is not feasible due to a medical condition or whenever the education context may benefit from the ability to see an individual's full face.

Staff seeking an exemption from a face mask requirement for a medical condition or disability may do so in accordance with the Americans with Disabilities Act. Written documentation from a medical provider will be required.

Face masks must meet employee dress code requirements.

3.6 Hazard Communication Act

In accordance with the Hazard Communication Act, CFISD maintains a list of certain hazardous chemicals normally present in the workplace and in each work area in amounts exceeding 55 gallons or 500 pounds. This list is updated annually and is available for review upon request.

Employees who use, handle, or may be exposed to hazardous chemicals will be informed of the exposure and will have ready access to the workplace chemical list and to the most current material safety data sheets which detail physical and health hazards and other pertinent information.

Employees who work with hazardous chemicals will receive annual training on the hazards of the chemicals and on measures they can take to protect themselves and will receive appropriate personal protective equipment.

Employees will not be required to work with hazardous chemicals from unlabeled containers, except portable containers for immediate use when the contents are known to the user.

Employees may file complaints or inquiries with the Texas Department of Health for violations of the Hazard Communication Act and may not be discharged or discriminated against in any manner for the exercise of any rights provided under the Act.

Further information may be obtained from:
Occupational Health Program, Texas Department of Health 1100 West 49th Street, Austin, TX 78756 Telephone: 512/834-6603

4 Bloodborne Pathogen Plan

4.1 Universal Precautions in the School Setting

The purpose of universal precautions is to eliminate or minimize exposure to blood or other potentially infectious body fluids. Treat all blood and other potentially infectious body fluids as potentially infectious. Appropriate barrier precautions should be used to prevent skin and mucous membrane exposure when in contact with blood or body fluids of any person.

The Texas Department of State Health Services Bloodborne Pathogens Exposure Control Plan requires employers to determine which employees have a potential occupational exposure to blood or other potentially infectious materials. In CFISD, the following groups of employees have been determined to have potential occupational exposure risks to bloodborne pathogens and other potentially infectious material:

- Athletic trainers

- Clinic assistants
- Custodians
- Health science technology teachers
- Plumbers
- Police officers
- School nurses
- Select staff who work with students whose disabilities increase the risk of blood exposure to personnel

Employees in these positions are eligible to receive the hepatitis B vaccine at the District's expense if they choose. The Human Resources Department will coordinate the implementation of the vaccine regime.

4.2 Universal Precautions

Handwashing

Handwashing is an important preventive measure in the spread of disease. Hands and other skin surfaces should be washed after contact with blood or body fluids and after the removal of gloves. Hand washing should be done with warm water and soap, vigorously scrubbing hands, wrists, between fingers, and under nails. Hands should then be rinsed thoroughly, allowing water to run off fingertips. Dry with paper towel, then use towel to turn off faucet.

If handwashing facilities are not feasible, an antiseptic cleanser or waterless disinfectant should be used. Handwashing with soap and running water should be done as soon as possible.

Housekeeping

All surfaces contaminated with blood or body fluids should be disinfected in accordance with CFISD Operations Department Bloodborne Pathogens and Body Fluid Procedures. Use gloves when cleaning up a spill. Call custodian for cleanup of any large spills, or if help is needed in cleaning contaminated surfaces.

Do not pick up broken glass with bare hands.

All garments which are penetrated by blood should be removed immediately, triple bagged, and placed in an appropriate container. If contaminated articles are thrown away in a classroom waste basket, have a custodian remove it as soon as possible.

Personal Protective Equipment

Personal protective equipment should not permit blood or other potentially infectious materials to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions. All personal protective equipment should be removed before leaving the area and placed in a designated receptacle.

Examples of personal protective equipment are:

- Gloves (disposable latex or non-latex): Gloves should be worn if any contact with blood or body fluids is anticipated. Gloves should be worn only once and thrown away. They should not be washed or decontaminated for reuse and are to be replaced as soon as practical when they become torn, punctured, or when their ability to function as a barrier is compromised. Skin breaks or dermatitis should be covered with a bandage under the gloves. Hands should be washed immediately after removal of gloves.
- Goggles and masks: Goggles and masks should be worn whenever droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. Mucous membranes should be flushed with water immediately if exposure to blood occurs.
- Eyewear with side shields: Eyewear with side shields should be worn if conditions warrant.
- Shoe covers
- Gowns

Sharps Disposal

Needles or other sharps such as lancets used to test blood sugar in diabetic students/employees should be disposed of in a container that is closable, puncture resistant, leakproof on the sides and bottom, and biohazard labeled or color-coded. Such containers are in the nurse's office on campuses. Contaminated or used needles should not be bent, recapped, removed, sheared, or purposely broken.

General Rules

Minimize splashing as much as possible. Do not eat, drink, put in contact lenses, apply cosmetics, or lip balms in areas with possible exposure.

4.3 Referral Procedure

If an employee incurs an exposure incident, the immediate supervisor should be notified, and a workers' compensation report should be made. The employee will be offered a confidential medical evaluation and follow-up. The employee will be notified of the results of any testing of the potentially contaminated body fluid and appropriate testing of the exposed employee will be

offered. The affected employee will be counseled concerning infection status, results and interpretations of tests, and precautions to take after the exposure incident. For a more detailed explanation, refer to **DBB** at **inside.cfisd.net**, Policies, Administrative Regulations.

Bloodborne Pathogen Exposure Control Plan Contacts	
Director of Health Services:	281-897-4015
Risk Management Department:	281-897-4339
Human Resource Department:	281-897-4040

5 Asbestos Management Plan

The Asbestos in Schools Rule (AHERA) was developed to identify, assess, and manage the asbestos-containing building materials (ACM) in schools.

Asbestos is:

- A naturally occurring mineral fiber.
- Added to a variety of building products to strengthen them and to provide heat insulation and fire resistance.

Asbestos has fibers that can be released into the air and inhaled into the lungs. These fibers embedded in lung tissue over time may cause serious lung diseases including: asbestosis, lung cancer, or mesothelioma.

Schools must:

- Perform an original inspection and periodic re-inspections every 3 years for asbestos-containing material.
- Develop, maintain, and update an asbestos management plan and keep a copy at the school.
- Provide yearly notification to parent, teacher, and employee organizations regarding the availability of the school's asbestos management plan and any asbestos abatement actions taken or planned in the school.
- Designate a contact person to ensure the responsibilities of the local education agency (LEA) are properly implemented.
- Perform periodic surveillance of known or suspected asbestos-containing building materials.
- Provide custodial staff with asbestos awareness training.

An Asbestos Management Plan is required to provide documentation of the recommended asbestos response actions, the location of asbestos within the school, and any action taken to repair or remove the material.

The Asbestos Management Plan must include:

- The name and address of each school building and whether the building has asbestos-containing building materials, and what type of ACM.
- Date of the original school inspection.
- The plan for re-inspections.
- A blueprint that clearly identifies the location of ACM that remains in the school.
- A description of any response action or preventive measures taken to reduce asbestos exposure.
- A copy of the analysis of any building material, and the name and address of any laboratory that sampled the material.
- The name, address, and telephone number of the "designated person" to ensure the duties of the LEA are carried out.
- A description of steps taken to inform workers, teachers, and students or their legal guardians about inspections, re-inspections, response actions, and periodic surveillance.
- EPA Asbestos Line - 800-471-7127.

Medical surveillance includes:

- A physical to determine the present condition of the employee.
- Past exposure and suitability for the use of negative pressure respirator.
- Annual check-ups.
- Pulmonary function test.
- Chest x-rays as prescribed.
- Records are kept for 30 years.

Notification Requirements:

- Annual notification to employees and occupants.
- Additional notification of:
  - Periodic surveillance every 6 months
  - Re-inspection every 3 years
  - Response actions

Must keep records of everything, including but not limited to:

- Work orders
- Employee records
- Training
- Medical

- Waste disposal

In the spring of 1988, CFISD contracted with an environmental consulting company, which was Environmental Protection Agency (EPA) approved, to inspect all of the CFISD buildings for asbestos-containing building materials, write plans, and make recommendations that would contribute to the safeguarding of all building occupants (i.e., employees and students). These inspections are available for review through the principal's or administrator's office in each building during normal campus hours and days defined by the school calendar.

A duplicate set of the same information is contained in the office of the Director of Maintenance, who is located at 11430 Perry Road, Houston, TX, telephone number 281-897-4296. The office of the Director of Maintenance is open throughout the year (except for scheduled holidays) during the hours 7:00 a.m.–4:00 p.m.

6 Texas Hazard Communication Act (THCA)

The Texas Hazard Communication Act outlines procedures for protecting school personnel from chemical hazards.

The Occupational Safety and Health Administration (OSHA) established the HazCom Standard (the "Right to Know" law) to protect the health and safety of employees.

This standard:

- Covers all chemicals used in the workplace.
- Requires proper documentation of all chemicals.
- Requires that employers must:
  - Communicate those hazards.
  - Protect employees.

The Texas Hazard Communication Act:

- Applies to public employees, including school personnel.
- Outlines procedures for protecting employees from chemical hazards to include:
  - Hazard evaluation and chemical inventory
  - Warning labels on containers
  - Safety Data Sheets (SDSs)
  - Annual employee training

Examples of chemical products used in schools:

- Lubricants, such as WD-40

- Fuels, such as gasoline
- Cleaners
- Office supplies

Employers must document chemicals in the workplace by:

- Compiling a list of chemicals and keeping the list in a central location.
- Evaluating chemical hazards.
- Maintaining a Safety Data Sheet (SDS) for each chemical used.
- Logging new chemicals as they are introduced into the workplace.

Chemicals are considered hazardous when they present a:

- Physical hazard (e.g., combustible liquid, a compressed gas, explosive, flammable).
- Health hazard (i.e., create acute or chronic health effects).

Hazardous chemicals can enter the body by:

- Inhalation
- Absorption
- Ingestion
- Injection

A Safety Data Sheet (SDS):

- Is required for each hazardous chemical product.
- Is provided by chemical manufacturers and importers.
- Contains all the critical information you need about how to use, transport, and store chemicals to protect yourself, as well as what to do in case of emergencies and overexposure.

SDS information for all chemicals used in CFISD can be found online through the district's intranet.

7 Pest Control Treatment

Integrated Pest Management (IPM) is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices.

Regulatory Requirements include the following:

- An IPM policy in place, based upon:
  - Strategies of best practices.
  - Pest identification and monitoring.

  - Non-chemical control using the least toxic chemical possible.
- An IPM Coordinator:
  - Is not required to have a license.
  - Must complete approved training within 12 months of appointment.
- Training and licensing of personnel:
  - Must keep a copy of licenses and training certificates on file
  - Must use a commercial applicator
  - Annual continuing education units required
  - 2 credit hours in the “General” category
  - 1 credit hour per license category
  - SPCB licensed as required by regulation
  - Texas Department of Agriculture (TDA)
  - Outdoor application only
  - Test and license required

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the IPM Coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the District’s IPM program.

The District regularly has pesticides applied inside buildings by a licensed pest control service. Information regarding the application of pesticides is available from the Director of Maintenance, 11430 Perry Road, Houston, TX, telephone number 281-897-4296.

8 Alcohol & Drugs: Employee Requirements

CFISD provides an alcohol and drug-free workplace. As a condition of employment, each employee will abide by the terms of the District's policy respecting an alcohol and drug-free workplace. The possession, use or being under the influence of alcohol, drugs or narcotics as defined in the Texas Controlled Substances Act by an employee while on District property or while working in the scope of assigned duties or while attending any District-sponsored activity is prohibited unless the drugs are prescribed by a licensed physician in the course of medical treatment.

Employees will not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours, including consumption of alcohol or drugs off campus and returning to duty:

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

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

Exceptions: It will not be considered a violation of policy **DH (LOCAL)** if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;

Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or

Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

8.1 Drug-Free Workplace Requirements Notice

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. 41 U.S.C. 8103(a)(1)

The District will establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. 41 U.S.C. 8103(a)(1)

Employees who violate this prohibition will be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Refer to policies **DH** and **DHE** 41 U.S.C. 8103(a)(1).

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee will notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within 10 days of receiving such notice – from the employee or any other source – the District will notify the granting agency of the conviction. 41 U.S.C. 8103(a)(1) (D).

Within 30 calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District will either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the

employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal , state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 8104.

This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act 41 U.S.C. 8103.

8.2 Drug and Alcohol Testing General Policy

The District will conduct drug and alcohol testing in accordance with federal and state regulations, as well as District policy, of employees for use of alcohol or a controlled substance that violates any law or District policy.

All employees in positions requiring a CDL and employees in safety-sensitive positions are subject to pre-employment, random, post-accident, return-to-duty, and follow-up testing.

Random Drug and Alcohol Testing Safety-Sensitive Positions

The District will randomly test employees in safety-sensitive positions. The selection of employees to be randomly tested will be made by a scientifically valid method to ensure that each employee will have an equal chance of being tested each time. Random tests will be unannounced and the dates for the administration of the tests will be spread throughout the calendar year.

Positions which are identified as safety-sensitive functions for purposes of random drug and alcohol testing include but are not limited to:

- Police officers, security officers, and employees performing police or security duties and responsibilities
- School bus drivers, employees who drive a commercial motor vehicle for the District, and employees who are regularly assigned to drive District-owned, -leased, or –rented motor vehicles
- Employees in warehouse and maintenance positions
- Employees required to inspect, service, repair, maintain, operate, or handle potentially dangerous hazardous chemicals or equipment, or heavy equipment

Employees selected for random testing are required to proceed to the test site upon notification within the designated time frame. The employee will be tested for alcohol and other controlled substances before, during, or immediately after performing the functions of the position.

Reasonable Suspicion Testing

The District may remove an employee from duty and require testing if there is reasonable suspicion that the employee is under the influence of alcohol or drugs used in violation of District

policy. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol before reporting for duty, or while on duty, or before or while attending any District function on or off District property.

The District's determination that reasonable cause exists must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee whose motor ability, emotional equilibrium, or mental acuity seems to be impaired while on duty or other relevant information. The observations must be made by a trained supervisor. An employee who refuses to comply with a directive to submit to testing based on reasonable suspicion will be subject to disciplinary action, up to and including termination. A District employee confirmed to have violated the District’s policy pertaining to alcohol or drugs may be subject to disciplinary action up to and including termination.

8.3 Drug and Alcohol Offenses

Obligation to Report

As a condition of employment, each District employee has an ongoing duty to notify their supervisor of any charge, conviction, or other adverse adjudication of any criminal drug statute for a violation occurring in the workplace. Such notification will be provided no later than three days after such conviction. This reporting requirement is in addition to all reporting requirements addressed at "Employee Standards of Conduct" in this Handbook.

Additionally, school bus drivers or other employees who must operate a District vehicle, operate mobile equipment, or those who receive a travel allowance within the scope of their employment who are guilty of a DWI offense, who receive an Administrative License Revocation (ALR) suspension/disqualification or who accumulate 10 or more points according to DPS school bus driving criteria, will be subject to disciplinary action up to and including termination. This applies to convictions as a result of operating either a District vehicle or personal vehicle.

Finding of Drug or Alcohol Use and Disciplinary Action

No employee will report to duty or remain on duty while under the influence of or impaired by alcohol, and/or drugs, as shown by the behavioral, speech, and performance indicators of alcohol or drug misuse, nor will the District permit the employee to perform or continue to perform the functions of this position.

Disciplinary action will be taken against an employee found in violation of the District's drug and alcohol policy and administrative regulations, and such employees will be subject to the full range of disciplinary action up to and including termination. The severity of the action chosen will depend on the circumstances of each case and will be consistent with the District's effort to maintain a drug-free workplace. The District will initiate disciplinary action against any employee

found to use illegal drugs, provided that such action is not necessarily required for an employee who voluntarily admits using of illegal drugs and obtains counseling or rehabilitation, and thereafter refrains from using illegal drugs.

District employees who test positive for alcohol and/or controlled substances and who are terminated for violating the District's drug/alcohol policy and administrative regulations are not eligible for re-employment.

Distribution of Policy

A complete copy of the District's policies and procedures regarding drug and alcohol testing will be distributed to employees on an annual basis.

9 Conducting a Search in the Workplace

The District reserves the rights to conduct searches when the District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business.

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are notified that they have no legitimate expectation of privacy in those places. Refer to **CQ** and **DHE**.

10 Health Safety Training

District employees who are head directors of a marching band or head coaches or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR) issued by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their supervisor as required.

Nurses, athletic coaches or sponsors, PE teachers, marching band directors, cheer-leading coaches, and other certain employees must obtain and maintain certification in the principles and techniques of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) provided by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their appropriate supervisor as required.

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

11 General Emergency Procedures

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures.

Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all District buildings. Employees should know the location of these devices and procedures for their use. Refer to **CKC** and **CKD**.

12 Emergency Procedures Due to Weather

Should road and/or weather conditions be such that school operations are threatened, the following procedures will be followed:

- Between 3:30-5:00 a.m., District personnel drive all areas of the District to evaluate road and bridge conditions.
- The District consults with the Region 4 Education Service Center and local emergency management services, while also monitoring forecasts from the National Weather Service, local radio, and television stations.
- CFISD Police Department employees monitor road conditions, and a report is given to the Superintendent.
- Superintendent confers with superintendents of surrounding school Districts. After evaluating all information, the Superintendent decides by 5:30 a.m.
- Automated calls will be placed to student and employee emergency contact numbers beginning at 5:30 a.m. Email and text messages will be sent at the same time to those with information on file. Employees should update contact information in the EAC. Information will be posted to the District website, Facebook, Twitter, and Instagram and sent to local media.

Employees are encouraged to monitor these TV and radio stations:	
Television:	**Radio Stations:**
• Channels 2, 11, 13, 26, 39, 45, 47 • Comcast cable channel 16 (CFTV)	• FM 89.3 (KSBJ) • FM 92.1 (KROI) • FM 100.3 (KILT) • FM 102.9 (KLTN) • AM 740 (KTRH) • AM 1010 (KLAT)
Information is also posted on the District website **www.cfisd.net**	

Section VI Compensation and Benefits

Policy References for This Section		
	• CRD (LOCAL) • CRF • DEA (LOCAL) • DEAB (LOCAL) • DEC (LOCAL)	• DK (LOCAL) • EB (LOCAL) • www.cfisd.net • http://my.cfisd.net

1 Payroll Information–All Employees

1.10 Direct Deposit or Debit/Pay Card

Direct deposit or debit pay card is available to all employees. Any changes must have a change form completed in the Payroll Office. Employees needing to make changes to their direct deposit must come in person to the Payroll Office. Please call 281-897-4092 for specific requirements. Employees should contact the Payroll Office before closing their bank account to avoid any delays in receiving their pay.

The District may remove an employee from pay card or direct deposit in order to avoid overpayment of wages to an employee who has exceeded leave days available or has excessive absences.

1.11 Name Changes

The District follows TRS policies for name changes. Go to the District's website **www.cfisd.net**, Staff, Human Resources, Employee Resources, Name Change Guide.

1.12 Change of Address Notice

Address and/or telephone number changes are to be completed promptly after relocation. Both the Human Resources and Payroll departments should be given this information. It is imperative that an employee who has relocated furnish the Payroll Office a change of address notice for any home mailings (insurance information, etc.). Change of address notices are available from the building/department administrative assistant or an employee may also log on to the EAC to update their address online. The EAC is found at **http://my.cfisd.net**.

1.13 Payroll Deductions

- Each employee is required to become a member of the TRS unless that employee is retired from TRS and returning to work. A monthly deduction of 8.9% (effective 9/1/24) is taken for TRS for those required to be members of TRS.

- All employees new to CFISD on or after April 1, 1986, are required by law to contribute 1.45% of their gross salary to Medicare. The District will make a matching 1.45% contribution for each eligible member. This is not a deduction for Social Security benefits; the District is not required to deduct for Social Security benefits. This deduction will provide Medicare benefits for the employee at age 65 or older.
- Federal Income Tax, according to the employee's filing status and amount earned, is also deducted from the semi-monthly paycheck.
- Other deductions approved are the employee's choice of:
  - Insurance (medical and voluntary)
  - Health savings account (HSA)
  - Credit Union deductions
  - Annuities/deferred compensation plans (403(b) and 457)
  - Donate to Educate
  - Professional dues
  - An employee who is in violation of District practices and causes damage to District equipment or tools may have the costs of such damaged equipment or tools deducted from their paycheck.

1.14 Errors and Discrepancies in Payroll

Employees should always discuss errors or discrepancies of payroll information with their immediate supervisors or their respective Payroll Department. If a satisfactory answer is not obtained, the employee should call the Payroll Department (281-897-4092).

1.15 Pay Periods

At the District's discretion, pay periods may be adjusted so that employees are on the same schedule.

1.16 Pay Raises

Pay raises must be budgeted and approved by the Board of Trustees. These increases become effective July 1, the beginning of the fiscal year, for 12-month employees. The increases for less than 12-month employees become effective at the start of the employee's duty or calendar year.

1.17 Salary Freeze

No employee with less than a satisfactory performance evaluation shall receive a pay increase. In the District's appraisal system, a less than satisfactory performance shall be an evaluation with

two or more domains scored at the lowest performance rating or the lowest performance rating in the same domain for two consecutive years. Refer to **DEA (LOCAL)**.

1.18 Supplemental Duties

Assigned supplemental duties for which supplemental pay is received may be modified or discontinued by the District or the employee at any time. Paid supplemental duties are not part of the District's contractual obligation to the employee. Refer to **DK (LOCAL)**.

1.19 Work Calendars and Schedules

Subject to the Board-adopted budget and compensation plan and in harmony with employment contracts, the Superintendent will determine required work calendars for all employees. Refer to **DK (LOCAL)**.

1.20 Payoff Upon Resignation

CFISD is not required to pay early when an employee resigns for any reason. The District's procedure is to pay an employee who resigns before the end of their contract at the next regularly scheduled pay period. If an employee resigns at the end of their contract, the employee will continue to receive their paychecks through the end of the pay cycle.

1.21 Payment During an Emergency Closure

In the event the Superintendent has closed the District, individual campus(es), or facilities in accordance with policy **EB (LOCAL),** employees eligible for emergency closure leave pursuant to **DEC (LOCAL)** and **DEC-R** will be paid using their available emergency closure leave.

Regardless of other hours worked in a work week, a regular hourly employee (not part-time or temporary) will be paid three times their regular rate of pay for all hours required to work if directly involved in the restoration or mitigation of District property during a District-wide emergency closure due to hazardous conditions.

All other designated hourly or paraprofessional staff required to work during a District emergency closure will be paid 1.5 times their regular rate of pay. Refer to **DEA-R**.

1.22 Unemployment Compensation Insurance

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact Human Resources at 281-897-4040. Refer to **CRF**.

2 Contract Employees

2.1 Payday and Annualized Compensation

Contract employees are paid on a semi-monthly basis. Pay dates for these employees are on the 15th and last working day of the month. Exceptions to these dates will be made for bank holidays and weekends, which will result in early payments.

Contract employees who work less than 12 months per year will be paid over a 12-month period as stated above. This practice is known as “annualization” of compensation. It is the District’s practice to annualize the salary payments of contract employees who work less than 12 months.

In the event a separation from service occurs before the end of the 12-month period, contract employees will receive an additional payment for the amount actually earned from the beginning of the 12-month pay period until the date of separation from service, but which has not yet been paid. This additional payment will be included in the employee’s final paycheck.

This notice constitutes the District’s unilateral designation of the time and form of payment of recurring part-year compensation in accordance with the Internal Revenue Code regulation for all employees who fall into this category. For purposes of this notice, “separation from service” will have the same meaning as that term is defined in Section 1.409A-1(h) of the Treasury Regulations.

2.2 Overpayments

As noted in the signed contract, an employee agrees that the District may deduct any wage overpayments from one or more of the employee’s paychecks. Employees are not entitled to any funds the district overpays. An agreement between an employee and the district must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

3 Hourly Employees

3.1 Payday

Hourly employees are paid on a semi-monthly basis. Payroll check information will be made available to each employee at a designated time dependent on the employee's work schedule.

- Regular Pay: an hourly employee will be paid at their regular hourly rate of pay for the first 40 hours earned each week including vacation, sick leave, and/or holidays.
- Overtime Pay: an hourly employee will be compensated at 1 ½ times their regular rate for hours worked in excess of 40 work hours in each week, unless otherwise specified. Vacation days, sick leave days, holidays, and personal leave days are not included in determining hours worked in a week.

3.2 Timekeeping Records

Hourly employees whose jobs are subject to overtime pay regulations have been given badges to use the time and attendance system. This system records all in and out swipes by badge number. All swipes on the time and attendance clocks will be made by the employee personally and no one else. Edits to the records are authorized and approved by the employee's supervisor or manager.

4 Compensatory Time and Overtime Pay for Eligible Employees

The guidelines for compensatory time and overtime pay for eligible employees will be as follows **DEAB (LOCAL)**:

- Non-exempt contract personnel (paraprofessionals) will typically be compensated for overtime in the form of compensatory time but may receive overtime pay for overtime work (excluding disaster pay).
- Compensatory time is earned at the rate of one and one-half to one hour worked (1.5:1) if the total hours actually worked in the work week exceed 40 hours.
- Hourly non-exempt personnel will be compensated for overtime by monetary payment.
- The work week is defined as 12:00 a.m. Sunday through 11:59 p.m. Saturday.
- All overtime for eligible employees must be approved in advance by the appropriate Associate Superintendent or designee. A nonexempt employee who works overtime without prior approval may be subject to disciplinary action up to and including termination.
- The use of earned compensatory time must be approved in advance by the campus and/or immediate supervisor. The usage of compensatory time may not cause an undue disruption to the operation of the District.
- Total compensatory hours due may not exceed forty (40) at any time during the year, except with the written approval of the appropriate Associate Superintendent or designee.
- All compensatory time must be used each year before the end of the employee's regular days of service. No time can be carried over from one year to the next. It must be used during the year in which it was earned or the Fair Labor Standards Act (FLSA) requires that it be converted to payment.
- Although the use of leave time and/or vacation time does qualify for regular payment, it does not count as actual hours worked under the Fair Labor Standards Act and will not be credited as time worked for overtime compensation by the District.

5 Incentive Pay Loss

An hourly employee will forfeit any earned incentive supplement, including safe driving, if said employee leaves full-time employment of the District for a period of one year (365 days) or more.

6 Holiday Pay

All full-time 12-month ancillary employees will be entitled to payment for the non-optional holidays designated by the Superintendent each year. Employees will be paid for the holiday when it occurs and if they are actively employed by the District at that time.

Regardless of other hours worked in a work week, a regular hourly employee (not part-time or temporary) will be paid twice their regular rate of pay for all hours required to work on a District designated non-optional holiday.

Designated non-optional days and holidays eligible for holiday pay compensation	
2025 Dates	**Corresponding Weekdays**
September 1	Monday
November 26, 27 & 28	Wednesday, Thursday & Friday
December 24 & 25	Wednesday & Thursday
2026 Dates	**Corresponding Weekdays**
January 1 & 2	Thursday & Friday
January 19	Monday
April 3	Friday
May 25	Monday

7 Emergency Call Out Pay

There are occasions when a regular hourly (not part-time or temporary) employee may be called after their normal work hours to handle an emergency. In those situations, (which do not include responding to a disaster emergency closure or for a scheduled work assignment after normal hours), an employee will be compensated at the rate of time and one-half of their regular rate of pay for all hours worked in response to the emergency regardless of other hours worked in the work week. Further, the employee will be compensated for a minimum of two hours' work time plus one hour for travel time (at the time and one-half rate).

In those situations, involving the HVAC-BAS callouts, the responding employee taking the phone call and correcting the situation via electronic means (not physically reporting to a building/campus) will receive compensation in the following manner:

- For responding to a single telephone call in a one-hour period, the employee will receive one (1) hour of compensation at the rate of time and one-half.
- For responding to more than one telephone call in the same one-hour period, each call will be timed at .5 hour (30 minutes) and the employee will be compensated at the rate of time and one-half for the total time credited. For example, responding to five calls within a one-hour period will be compensated at the time and one-half rate for a total of 2.5 hours time worked.
- If the employee is unable to correct the problem electronically and must physically report to the building/campus, the compensation will be calculated in the same manner as other emergency callouts (i.e., minimum of two hours work time plus one hour for travel time at the rate of time and one-half.)

8 Compensation During Closure

Employees who are required to work during an emergency closure of the District or their respective campus(es), or facility will be compensated in accordance with **DEA (LOCAL)** and **DEA-R**. Regardless of other hours worked in a work week, a regular hourly employee (not part-time or temporary) will be paid three times their regular rate of pay for all hours required to work if directly involved in the restoration or mitigation of District property during a District-wide emergency closure due to hazardous conditions. All other designated hourly or paraprofessional staff required to work during a District emergency closure will be paid 1.5 times their regular rate of pay.

9 Health Benefits

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The District's contribution to employee insurance premiums is determined annually by the Board of Trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

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

For plan designs, enrollment forms, agent contact information, and links to insurance companies and their provider networks go to:

1. Cypress-Fairbanks ISD Website
2. **www.cfisd.net**
3. Staff
4. Insurance

Additional information can be found by clicking on "Employee Benefits Center."

10 Wellness Counseling

All CFISD employees are eligible for counseling services through the CFISD Wellness Counseling Program. Simply call **281-517-2113** to set up a counseling appointment. Counselors are caring listeners who can help with stress, grief, divorce/separation, time management, money management, crisis, and anxiety. The support is provided by Licensed Professional Counselors and Associates. Their services are FREE and CONFIDENTIAL for CFISD employees only; services are not extended to spouses or family members. The Wellness program typically provides two sessions.

11 Workers' Compensation

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance. Refer to **CRD (LOCAL)** regarding payment of insurance contribution during employee absences.

The safety and welfare of all employees is a primary concern of the CFISD and the Board of Education. Safe working conditions and practices are of vital importance to the District and to each one of its employees. While a continuing partnership must exist between the employer and the employee to provide a safe and injury-free workplace, the District provides workers' compensation insurance benefits for any employee who is injured or becomes disabled or ill as a result of their employment responsibilities with CFISD.

An absence due to a work-related injury or illness will be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

11.1 Insurance Coverage and Application

CFISD provides all active employees the benefits of a workers' compensation plan. Workers' compensation insurance benefits are applicable only for job-related injuries or illnesses sustained while an employee is engaged in their authorized duties.

All District employees who seek medical services for a work-related illness or injury are required to seek treatment from a provider on the Alliance provider list. The provider will be responsible for all treatment and will direct, or refer, the injured employee to specialists as needed. For emergency services, the injured employee is encouraged to go to the nearest emergency room; follow-up care, if required, must be received from an Alliance provider.

A list of Alliance treating providers may be found online at **www.pswca.org**; or by calling (800) 482-7276.

The District's Workers' Compensation Administrator:
TASB Risk Management Fund P.O. Box 2010 Austin, TX 78768 1(800) 482-7276

11.2 Complaint Process

If an employee is dissatisfied with any aspect of the workers' compensation program operation, including an Alliance physician, they may file a complaint by phone or in writing.

Complaints should be sent to:
PSWCA (the Alliance) Attention: Grievance Coordinator P.O. Box 763 Austin, TX 78767-0763 (866) 997-7922

11.3 Injuries Not Covered by Workers' Compensation

Some types of injuries suffered while at work are not covered by workers' compensation insurance. Examples of non-covered injuries suffered at work include:

- Acts of God (i.e., tornado, lightning strikes, etc.)
- Insect bites (i.e., bee stings, spider bites, etc.)
- Injuries due to personal fights between employees while at work

- Drug overdoses or alcohol-related accidents or illness
- Injuries or illness caused by direct violations of District job safety policies or procedures

Workers' compensation insurance provides benefits for payment of medical costs and lost income for compensable injuries in accordance with the Texas Department of Insurance, Division of Workers' Compensation. The Texas Association of School Boards (TASB) is the District's workers' compensation insurance administrator. TASB claim adjusters manage the injury claim including authorizations for medical procedures, medications, and processing wage compensation payments.

Current Texas Workers' Compensation law governs the payment of all Temporary Income Benefits (TIBs). Entitlement to TIBs begins after an injured employee has been disabled by the job-related injury for more than seven days. TIBs begin on the eighth day of disability. An injured and disabled employee is paid TIBs weekly benefits of approximately 70% of their reported average weekly wage, based on earnings for the 13 weeks before the injury, not to exceed the state's set maximum TIBs benefit.

Under CFISD policy **DEC (LOCAL)**, employees eligible for workers' compensation TIBs, and not on assault leave, may elect in writing to use accumulated paid leave instead of receiving weekly TIBs. An employee who chooses to use paid leave will not receive workers' compensation weekly TIBs until all paid leave is exhausted or to the extent that paid leave does not equal the pre-injury or pre-illness wage. If the use of paid leave is not elected, an employee will receive workers' compensation wage benefits only, which may not equal their pre-injury or pre-illness wage.

If an employee's injury has been designated as assault by the District, Texas state law provides for additional benefits. In accordance with state law, assault leave policy benefits due to an employee will be coordinated with TIBs due from workers' compensation so that the employee's total compensation from TIBs and assault leave policy benefits equal 100% of the employee's weekly rate of pay.

Any payment of workers' compensation TIBs with assault leave benefits which totals in excess of 100% of the injured employee's rate of pay will be considered an overpayment of benefits. The employee will be required to repay all such overpayments. Overpayments will be collected from future wages or by whatever legal means are available to the District.

11.4 Reporting Requirements

To be eligible for benefits for job-related accidents, injuries, or illnesses provided by workers' compensation insurance, the procedures listed here must be followed.

1. Any employee involved in an on-the-job accident must report the incident to their immediate supervisor at once.

2. If an injury is sustained due to a job-related incident, the Employee Injury Report must be completed, describing the nature of the injury, providing names of witnesses, and presented to the immediate supervisor or designee for processing at the District's Insurance Department within 24 hours of the injury.
3. An employee injured in an on-the-job accident must seek initial medical treatment within 30 days of the date of the injury. Failure to obtain medical attention within this time period could result in workers' compensation claim benefits being denied.
4. An employee who requires medical attention due to a job-related injury must, before returning to work, present a Texas Division of Workers' Compensation form DWC-73, Texas Workers' Compensation Work Status Report, signed by the attending physician, releasing the employee to return to work. All activity restrictions noted in Part III of the DWC-73 form must be reviewed by the employee's immediate supervisor to determine the feasibility of work accommodations. Supervisor-approved job modifications must be received in writing by the Insurance Department before the employee is authorized to return to their job assignment.

   Follow-up physician's reports using the DWC-73 form, Texas Division of Workers' Compensation Work Status Report, must be provided to the employee's immediate supervisor after each visit.
5. An employee who cannot work due to a job-related injury or illness must present a Texas Division of Workers' Compensation form DWC-73, Texas Workers' Compensation Work Status Report, to their immediate supervisor. This form must indicate the prevention of return to work by mark of the third check box, in Part II of the DWC-73 and to include the beginning and ending date of prevented work duration.
6. An employee who requires leave due to a job-related injury may elect to use accumulated sick leave days as for any other illness. An employee who is medically unable to return to work will be placed on Family & Medical Leave, if eligible as defined by CFISD policy, or placed on temporary disability leave as defined in the Leaves and Absences Policies of CFISD.
7. An employee who requires extended medical and/or income benefits through workers' compensation will be assigned a case manager by the District's insurance administrator. The employee is required to file all reports and follow the directions of the case manager in order for benefits to continue uninterrupted.

What to Report

The principal/immediate supervisor/director (or designee) is responsible for reports made to the Insurance Department and preliminary investigations for all on-the-job accidents or injuries sustained by employees.

When to Report

An employee injured at work must report the injury to their supervisor immediately. Fatal or serious injuries must be reported at once to the Insurance Department by calling 281-897-4135.

The principal/immediate supervisor/director (or designee) is responsible for reporting an employee injury to the District insurance office within 24 hours following the incident. A list of Alliance treating providers may be available from the supervisor; a complete list of Alliance treating providers is also available online at **http://www.pswca.org**.

Section VII Leaves and Absences

Policy References for This Section		
	• CRD (LOCAL) • DBB (LOCAL) • DEC (LEGAL) • DEC (LOCAL)	• DECA (LEGAL) • DECB (LEGAL) • DED (LOCAL) • EB (LOCAL)

1 Definitions

Term	Definition
Catastrophic Illness or Injury	A catastrophic illness or injury is a life-threatening condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the service of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time and, if applicable, vacation days, earned by that employee and to lose compensation from the District. Complications resulting from pregnancy will be treated the same as any other condition.
Family Emergency	The term "family emergency" will be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.
Immediate Family	For purposes of leave other than family and medical leave, the term "immediate family" is defined as: • Spouse • Son or daughter, including a biological, adopted, or foster child; a son- or daughter-in-law, a stepchild; a legal ward, or a child for whom the employee stands in place of a parent • Parent, stepparent, parent-in-law, or another individual who stands in place of a parent to the employee • Sibling, stepsibling, and sibling-in-law • Grandparent and grandchild • Any person residing in the employee's household at the time of illness or death For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these may be found in Board Policy **DECA (LEGAL)**. To confirm a family relationship, the District may require the employee using leave to provide reasonable documentation, such as a child's birth certificate, a marriage license, a court order, or a sworn statement from the employee.

Term	Definition
Leave Day	A “leave day” for purposes of earning, use, or recording of leave will mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.
Physical Assault Leave	An employee of the District is physically assaulted if the person engaging in the conduct causing injury to the employee (1) could be prosecuted for assault; or (2) could not be prosecuted for assault only because the person’s age or mental capacity makes the person a non-responsible person for purposes of criminal liability. This definition will be interpreted in accordance with Texas Education Code Section 22.003(b) and Penal Code Section 22.01 and independently from any other definition of "assault" in Board policy or statute.

2 Accumulating Leave

2.1 Availability

In accordance with administrative regulation DEC (Regulation), the District will make state personal leave and local leave for the current year available for use at the beginning of the fiscal year for all eligible employees. Refer to **DEC (LOCAL)**.

2.2 Earning Local Leave

An employee using full or proportionate paid leave will be considered to be in paid status.

2.3 Deductions–Leave Without Pay

The District will not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave will result in deductions from the employee’s pay.

2.4 Leave Proration for Employed Less Than Full Year

If an employee separates from employment with the District before their last duty day of the year, or begins employment after the first duty day, state personal leave and local leave will be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced for:

- State personal leave the employee used beyond their pro rata entitlement for the school year.
- Local leave the employee used but had not earned as of the date of separation.

2.5 Former Education Service Center (ESC) Employees

The District will accept the sick leave accrued by an employee who was formerly employed by a regional ESC, not to exceed five days per year for each year of employment (Education Code 8.007).

2.6 Order of Leave Use

Earned compensatory time will be used before any available paid state and local leave, or vacation. Refer to **DEC (LOCAL)**.

Unless an employee requests a different order for leave or vacation, available paid leave and vacation will be used in the following order, as applicable:

1. Local leave
2. State sick leave accumulated before the 1995–1996 school year
3. Vacation, if applicable
4. State personal leave

3 Absence Requirements

3.1 Recording Absences

The following is provided to allow for absences of less than a full day for professional employees:

- If a professional employee is absent more than three instructional periods or three hours of the day, they will be charged with a full leave day of absence.
- If a professional employee is absent two or three instructional periods, they will be charged with one-half leave day absence from duty.
- Conference or planning periods will be counted as periods of employment.
- For the purpose of this provision, elementary schools and support facilities may use hours in the workday in lieu of instructional periods.

The following is provided to allow for absences of less than a full leave day for hourly and paraprofessional employees:

- If a paraprofessional employee is absent in excess of 50 percent of their workday, the absence will be charged as one full leave day.
- If a paraprofessional employee is absent up to 50 percent of their workday, the absence will be charged as one-half leave day.
- If an hourly employee is absent a portion of their workday, the employee will be charged for absence on an hourly basis.

If an employee is taking intermittent Family and Medical Leave Act (FMLA) leave, leave will be recorded in one-hour increments.

3.2 Medical Certification

An employee will submit medical certification of the reason for absence if:

- The employee is absent more than three consecutive workdays because of personal illness or illness in the immediate family.
- The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent.
- The employee requests leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition or a serious health condition of the employee's spouse, parent, or child or for military caregiver leave.

In each case, medical certification will be made by a health care provider as defined by the FMLA. Refer to **DECA (LEGAL)**.

Note: For District contribution to employee insurance during leave, refer to **CRD (LOCAL).**

3.3 Other Absences

Any other release time granted or approved day of absence will result in a deduction of the daily rate of pay for each day of absence, unless otherwise provided.

4 Types of Leave

4.1 State Sick Leave

State Sick Leave (Accumulated Before 1995)

District employees retain any sick leave accumulated as state minimum sick leave under former Section 13.904(a) of the Education Code. Accumulated state sick leave will be used only for the following:

- Illness of the employee
- Illness of a member of the employee's immediate family
- Family emergency
- Death in the employee's immediate family
- During military leave

4.2 State Personal Leave

Employees are provided with five days per year of state personal leave, with no limit on accumulation and no restrictions on transfer among Districts. The District may provide additional personal leave beyond this minimum. The Board may adopt a policy governing an employee's use of state personal leave, except that the policy may not restrict the purposes for which the leave may be used. Refer to **DEC (LEGAL)**.

The Board requires employees to differentiate the manner in which state personal leave is used:

Non-discretionary Use

Non-discretionary use of leave will be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. Refer to **DEC (LEGAL)**.

- Illness of the employee
- Illness of a member of the employee's immediate family
- Family emergency
- Death in the employee's immediate family
- During military leave

Discretionary Use

Discretionary use of leave is at the individual employee's discretion, subject to limitations set out in this section.

Limitations–Request for Leave

The employee will submit a written request for discretionary use of state personal leave to the immediate supervisor or designee in advance. In deciding whether to approve or deny state personal leave, the supervisor or designee will not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee will, however, consider the effect of the employee's absence on the educational program or District operations, as well as the availability of substitutes. Discretionary use of state personal leave will be granted on a first-come, first-served basis on each campus or within a department.

Duration of Leave

Discretionary use of state personal leave will not exceed three consecutive workdays except when used under the student teaching leave provisions for paraprofessional and ancillary employees.

Local Leave

All employees will earn five paid local leave days per school year in accordance with administrative regulation DEC (Regulation), for the first 187 workdays of employment. Employees in positions requiring more than 187 workdays per year will earn additional local leave days, in accordance with administrative regulation DEC (Regulation).

Local leave will accumulate without limit.

Local leave can be used under the student teaching leave provisions for paraprofessional and ancillary employees.

Unless expressly stated otherwise in Board policy **DEC (LOCAL)**, local leave will be used according to the terms and conditions of state sick leave accumulated before the 1995–96 school year **DEC (LEGAL)**:

- Illness of the employee
- Illness of a member of the employee's immediate family
- Family emergency
- Death in the employee's immediate family
- During military leave

Emergency Closure Leave

All eligible employees will receive 10 leave days of emergency closure leave per fiscal year in accordance with administrative regulation DEC (Regulation). Emergency closure leave will not carry over beyond the fiscal year in which it is allocated. Emergency closure leave may only be used if the Superintendent, in accordance with **EB (LOCAL)** has closed the District, individual campus(es), or facility as a result of a local, regional, or national disaster, epidemic, or other emergency condition resulting in the unplanned closure of the District, individual campus(es), or facility.

4.3 Employee Vacation Leave

Beginning with the 2009-10 school year, all employees serving in positions requiring year-round duties will be eligible for annual vacation based on total years of creditable service in the District. Creditable service is defined as 90 days of full-time service or 180 days of half-time service. The Superintendent or designee will be authorized to also recognize creditable service for vacation purposes for experience earned outside the District in the same way creditable service is calculated for salary purposes for persons assuming or serving in positions requiring year-round duties.

The following implementation schedule will apply:

1. Employees with 10 years or less of creditable service will be eligible for two weeks of vacation annually.
2. Employees working in years 11 through 15 of creditable service will be granted three weeks of vacation annually.
3. Employees with greater than 15 years of creditable service will be granted four weeks of vacation annually.

Note: All employees should be aware that the Payroll Department posts vacation days in advance at the beginning of the new contract year. It is possible, upon separation from the District before completing the contract, that all vacation days may not have been earned and the employee will have to repay the monies for any used but unearned days.

Provisions for earning vacation days follow:

1. All full-time 244-day contract and full-time 12-month ancillary employees will earn vacation beginning with the first date of employment within the respective school year.
2. Those employees eligible for two weeks of vacation will earn 5/6 of a day per month; those eligible for three weeks of vacation will earn 5/4 of a day per month; those eligible for four weeks of vacation will earn 5/3 of a day per month.

3. Employees beginning on or before the 15th of the month will be allowed a full month in determining earned vacation time.
4. All vacation days earned by June 30 in one school or fiscal year must be used by the end of December in the following school year.
5. Employees may use earned days of vacation any time during the year with the approval of the immediate supervisor. All vacation earned in a given year may be taken during July 1 of the current year through the end of December of the following year (i.e., during an 18-month period). Vacation days will not be accumulated and carried beyond the 18 months.
6. Contract employees will be expected to use vacation time in units of at least one-half (0.5) days. Hourly employees will be expected to use vacation time in units of at least one hour.
7. Upon termination of employment, employees will be paid for unused earned vacation days, not to exceed the 18-month period for accumulating vacation days. Employees under the age of 55 or not retiring from the District will have the amount paid in their paychecks. If the employee is age 55 or older and retiring from the District, the payout of vacation days will be made to the Cypress-Fairbanks Employer Paid 403(b) Plan. If the payout amount is greater than the 403(b) employer contribution limits ($66,000 minus employee voluntary deferrals to 403(b) plan up to $22,500 in 2023), then the amount of the payout above the limit will be deposited into the CFISD 401(a) Plan. The retiree will receive a letter from the District once the vacation pay has been remitted to the plan.

   TCG Administrators is the administrator for both applicable plan(s), and TCG Advisors manages the investments for both plans. They are also the District's retirement plan provider for the voluntary 457(b), voluntary 403(b) and 457(b) FICA Alternative plans.

   For employees 55 and older and retiring from the District, an account will automatically be created with TCG in these plans upon receipt of the contributions. Instructions for accessing the account will be mailed to the employee. The default investment for both plans is the moderately conservative portfolio and election changes can be made at any time by logging in to the employee's account at **tcgservices.com** or contacting TCG at 800-943-9179.

   Retirees who wish to receive a distribution or rollover funds to another retirement account must complete a distribution form (included with notification letter from the District) and mail, fax or email the completed distribution form to TCG as indicated on the form and the request will be processed immediately. There are no surrender charges to move funds from these accounts. For questions, please email TCG at **403b@tcgservices.com** or contact their customer service team at 800-943-9179.

4.4 Parental Leave

Parental Bonding

Local leave and/or state non-discretionary personal leave to a maximum of 10 leave days may be used by an employee for bonding with a child 12 months of age or younger. Paid leave for bonding will not be granted in conjunction with the provisions of paid leave for adoption or foster care placement for more than a total of 30 days of paid leave. Use of paid leave for parental bonding under this paragraph will run concurrently with leave under the FMLA, if applicable. Teachers have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child.

Adoption/Foster Care

Local leave and/or state non-discretionary personal leave to a maximum of 30 leave days may be used for primary care of an adopted child, or for the placement of a child with the employee for foster care if the child is 60 months of age or younger. If both parents of the child are employed by the District, the District will permit combined paid leave for this purpose to a total of 30 days. Use of paid leave for adoption/foster care under this paragraph will run concurrently with leave under the FMLA, if applicable.

4.5 Study and Student Teaching Leave

Professional Study Leave

At the recommendation of a professional employee's principal or supervisor and the Superintendent, a leave of absence without pay may be granted by the Superintendent or designee for up to one contract year for the purposes of pursuing education study or research that are deemed beneficial to the District. The employee must have been employed by the District for at least three years and hold a term or continuing contract with the District to be eligible to apply.

While on professional study leave, basic life insurance, all medical insurance, and optional benefits will be terminated effective the last day of the month in which the employee was working.

Return to employment in the position or at the site employed before the leave is not guaranteed by the District or the employee. Upon presentation to the District of acceptable documentation of fulfillment of the leave, an employee returning to the District from a professional study leave to the same type of position held immediately before the leave will retain previously accumulated unused local leave, contract status earned in the position held immediately before the leave, and career ladder status, if any, held in the position held immediately before the leave.

Paraprofessional/Ancillary Employee Leave for Student Teaching

At the recommendation of a paraprofessional/ancillary employee's principal or supervisor, the Superintendent or designee may grant a leave of absence with or without pay for one semester as identified on the current District school calendar for the purpose of student teaching. Student teaching is defined as on-campus classroom teaching at a District school under the direction of a university supervisor and cooperating teacher.

The paraprofessional/ancillary employee must have been employed by the District for at least three years and be currently enrolled in a program of study leading to a bachelor's degree, teacher certification, and qualification for highly qualified status under federal law.

The District will not guarantee a return to employment in the same position or at the site employed before the leave. A paraprofessional/ancillary employee returning to the District from this leave will be assigned to a comparable paraprofessional/ancillary position unless selected for a teaching position.

4.6 Family and Medical Leave

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

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

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

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

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on**

a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

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

Am I eligible to take FMLA leave?

You are an **eligible employee** if *all* of the following apply:

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

Airline flight crew employees have different "hours of service" requirements.

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

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

How do I request FMLA leave?

Generally, **to request FMLA leave you must**:

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

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

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do?

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

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

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

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

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

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

Requests for information or to take a leave of absence under the FMLA or temporary disability leave should be made to:
Leave Specialists: 281-897-4038 Leave Specialists: 281-897-4396

4.7 Temporary Disability Leave

An employee's notification of need for extended absence due to the employee's own medical condition will be forwarded to the Superintendent or designee as a request for temporary disability leave. The employee will provide medical documentation of the need for leave.

A contract employee on temporary disability leave will notify the Superintendent or designee of the desire to return to active duty at least 30 days before the expected date of return. The notice must include a fitness-for-duty certification.

A contract employee returning from temporary disability leave during the last month of service of a contract period must return a minimum of 10 workdays before the end of the contract period.

Contract Employees: Certified Educators

Any full-time contract employee whose position requires educator certification by the SBEC (an "educator") will be eligible for temporary disability leave as stated herein. The maximum length of temporary disability leave will be 180 calendar days or until all paid leave and vacation days, if any, are exhausted, whichever is greater. The Superintendent or designee will have authority to place an employee on temporary disability leave, as appropriate, when in the judgment of the Superintendent or designee upon review of the medical documentation and/or in consultation with the physician who has performed the medical exam, the employee's condition interferes with the performance of regular duties. Refer to **DBB (LOCAL)** for return to active duty.

An educator returning to active duty after a leave of absence for temporary disability is entitled to an assignment at the school where the educator formerly taught, subject to the availability of an appropriate teaching position. In any event, the educator will be placed on active duty no later than the beginning of the next school year. A principal at another location may voluntarily approve the appointment of an educator who wishes to return from leave of absence. However, if no other principal approves the assignment of the educator by the beginning of the next school year, the District must place the educator at the school where the educator formerly taught or was assigned.

Contract Employees: Non-Certified Positions

Other full-time contract employees (a "full-time employee") will be eligible for temporary disability leave as stated herein. The maximum length of temporary disability leave will be 180 calendar days or until all paid leave and vacation days, if any, are exhausted, whichever is greater. The Superintendent or designee will have authority to place an employee on temporary disability leave, as appropriate, when in the judgment of the Superintendent or designee upon review of the medical documentation and/or in consultation with the physician who has performed the medical exam, the employee's condition interferes with the performance of regular duties. Refer to **DBB (LOCAL)**.

The District will try to place a full-time employee returning to active duty after a leave of absence for temporary disability in an assignment at the school or work location where the full-time employee formerly worked, subject to the availability of the same or similar position. In any event, the full-time employee will be placed on active duty no later than the beginning of the next school year; however, the assignment may not be in the same or similar position.

Non-Contract Employees

The District may grant a non-contract employee a leave of absence for temporary disability for a maximum of 60 workdays per 12-month period or until all paid leave is exhausted, whichever is greater. A 12-month period is measured backward from the date the employee was granted temporary disability. The Superintendent or designee will have authority to place an employee on temporary disability leave, as appropriate, when in the judgment of the Superintendent or designee upon review of the medical documentation and/or in consultation with the physician who has performed the medical exam, the employee's condition interferes with the performance of regular duties. Refer to **DBB (LOCAL)**.

A non-contract employee returning to active duty after a leave of absence for temporary disability will be assigned to their former position, subject to the availability of that position. In the event the former position is no longer available, the employee will be assigned to the first available comparable or similar position. If a comparable or similar position does not become available within six weeks from the employee's request to return to active duty, the District will have no further obligation to return the employee to duty, and the employee's employment will be terminated.

A non-contract employee unable or unwilling to return to work at the conclusion of temporary disability leave and exhaustion of all available leave will be terminated.

Termination

In accordance with appropriate policies, employees excluded from the workplace in accordance with policy may have their employment terminated when any leave under the FMLA and/or temporary disability leave to which they are entitled has expired.

4.8 Physical Assault Leave

In addition to other days of leave provided, an employee who is physically assaulted during the performance of regular duties is entitled to the number of days of leave necessary to recuperate from all physical injuries sustained as a result of the assault, but not to extend more than two years beyond the date of the assault.

Reporting/Investigation/Review Process

1. The employee must request in writing consideration of an injury as physical assault within a reasonable period following the alleged assault. The building principal/site supervisor will forward the claim to the Superintendent's designee upon receipt. In addition, building principals and/or site/department supervisors will notify the Superintendent's designee immediately upon becoming aware of a situation that may constitute an assault on an employee. In the event the injured employee is physically unable to make such a report, another authorized person may file the report on behalf of the employee.
2. The Superintendent will designate an individual or individuals to investigate an assault claim. The investigation will include statements from the injured employee and witnesses, as available.
3. The determination of the eligibility for assault leave will be made in a timely manner after a review of the employee's claim, the medical evaluations and reports, and the investigation results. Until the determination is made, the claim will be treated as an assault per TEC §22.003. The employee will be notified in writing of the decision. The decision of the Superintendent's designee may be appealed in accordance with Board Policy **DGBA**, Employee Complaints.

Medical Evaluations and Reports

The District may require the submission of an evaluation from the employee's physician. This evaluation should describe, in detail, the nature and extent of the physical injury, the treatment prescribed, the estimated length of treatment, and an estimate of when the employee will be able to perform the essential functions of their position.

During the employee's leave, the District may periodically require the employee to submit to a physical examination by a physician of the District's choosing, at the District's expense.

The District may require the employee to provide a physician's release before returning to work.

Coordination of Benefits

An employee's request and claim for assault leave under this policy will be presumed valid while the employee's claim is pending. Should the District ultimately hold that the employee was not entitled to assault leave under this policy, the District will deduct any leave taken from the employee's accrued leave. If the employee's accrued leave has been exhausted, the District may obtain reimbursement from any payments made to the employee from their wages earned at a rate not to exceed 10 percent of the total per week. If the employee resigns before complete reimbursement to the District of benefits received under this policy, the District may deduct the amount owed from any wages due the employee at resignation.

This provision does not preclude the District from using any other method, legal or equitable, to collect any outstanding balance owed the District.

Days of assault leave taken under this regulation may not be deducted from accrued sick leave except as set forth above. Assault leave under this regulation is available up to, but not more than, two years from the date of the assault.

In accordance with law, assault leave policy benefits due to an employee will be coordinated with TIBs due from workers' compensation so that the employee's total compensation from TIBs and assault leave policy benefits equals 100 percent of the employee's weekly rate of pay. Refer to **DEC (LEGAL)**.

4.9 Mental Health Leave

An employee is eligible for up to three days of mental health leave through administrative leave with pay, granted in response to a traumatic event that occurred in the scope of the employee's employment with the District, as defined in DEC(REGULATION). Mental health leave is provided without a deduction in salary or other leave. Requests for mental health leave must be submitted in writing to the employee's immediate supervisor within seven calendar days of the traumatic event. Mental health leave requests will be treated with confidentiality.

4.10 Court Leave

Jury Duty

An employee will be granted leave with pay and without loss of paid leave for jury duty. The employee will be required to present documentation of the service and will be allowed to retain any compensation for this se

Compliance with Subpoena

The District may not discharge, discipline, or penalize in any manner an employee because the employee complies with a valid third-party subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Texas Labor Code 52.051(a)

Truancy Court Appearances

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Other Court Appearances

An employee will be granted leave with pay and without loss of paid leave for absences due to compliance with a valid subpoena to appear as a non-party witness in the following circumstances:

- The employee, who is not a party to the litigation, is ordered to appear in a legal proceeding pursuant to a lawfully issued subpoena, in accordance with law. Refer to **DEC (LEGAL)**.
- The employee is a defendant in a lawsuit based on actions taken in the course and scope of their employment, and the employee is requested by the District's legal counsel to participate in activities and proceedings related to the defense of the lawsuit.
- The employee is not a party to a lawsuit involving the District but is otherwise requested by the District's legal counsel to provide information, assistance, or testimony in connection with litigation involving the District.

An employee who is a party to non-District litigation or legal proceedings and is absent due to activities and/or proceedings related to the litigation or legal proceedings must use available state personal leave for the absence.

4.11 Military Leave

Federal Military Leave

Any person who is absent from a position of employment by reason of voluntary or involuntary service in the uniformed services (the Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Services, and any other category of persons designated by the President in time of war or emergency) will be entitled to

certain re-employment rights and benefits under the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) if:

- The person (or an appropriate officer of the uniformed service in which such service is performed) has given advance written or verbal notice of such service to the District (unless notice is precluded by military necessity or is otherwise unreasonable or impossible).
- The cumulative length of the absence and of all previous absences from a position of employment with the District does not exceed five years.
- The person reports to or applies for re-employment to the District and complies with the appropriate procedural requirements that apply under the circumstances.

A person who is re-employed under this act is entitled to the seniority and other rights and benefits determined by seniority that the person had on the date of the commencement of service in the uniformed services plus the additional seniority and rights and benefits that such person would have attained with reasonable certainty if the person had remained continuously employed.

The District is not required to reemploy a person if:

- The District's circumstances have so changed as to make re-employment impossible or unreasonable.
- The re-employment of such person would impose an undue hardship on the District.
- The employment from which the person leaves to serve in the uniformed services is for a brief, nonrecurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period.

State Military or U.S. Reserve Leave: Short-Term

All employees of the District who are members of the state military forces or of the reserve components of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue team will be granted a leave of absence from their duties without loss of time, efficiency rating, vacation time, personal time, sick leave, or salary on all days during which they are engaged in authorized training or duty ordered or authorized by proper authority, not to exceed 15 days in a fiscal year. The fiscal year is from July 1 through the following June 30. Upon request, a statement containing the number of military leave days used under Texas Government Code Section 437.202(a) during the fiscal year will be provided to the employee.

An employee called to active duty by the governor or other appropriate authority in response to a disaster is entitled to up to seven additional workdays of paid leave in a fiscal year. While on such leave, an employer may not deduct sick leave, personal time, or vacation time, nor subject the employee to loss of time or efficiency rating (Tex. Gov't. Code §437.202).

Such employees who are ordered to duty by proper authority will be restored, when relieved from duty to the position held by them when ordered to duty.

State Military Leave: Long-Term

Any employee, other than a temporary employee, who leaves a position with the District to enter active state military service is entitled to be re-employed by the District in the same position held at the time of the induction, enlistment, or order, or to a position of similar seniority, status, and pay. To be entitled to re-employment, the employee must be discharged, separated, or released from active state military service under honorable conditions not later than the fifth anniversary after the date of induction, enlistment, or call to active military service and must be physically and mentally qualified to perform the duties of the position.

An employee who cannot perform the duties of the position because of a disability sustained during state military service is entitled to re-employment in the District in a position that the employee can perform and that has like seniority, status, and pay as the former position or the nearest possible seniority, status, and pay.

To be re-employed, a veteran of the state military must apply for re-employment not later than the 90th day after the date the veteran is discharged or released from active state military service. Application must be made in writing to the Superintendent and have attached to it evidence of the veteran's discharge, separation, or release from state military service under honorable conditions.

A person re-employed after active state military service will not be discharged without cause before the first anniversary of the date of the re-employment.

“Military Service” means service as a member of the Texas National Guard or the Texas State Guard.

4.12 Communicable Disease Leave for Peace Officers

A commissioned peace officer employed by the District as a police officer pursuant to **CKE (LOCAL)** is eligible for quarantine or isolation leave if the officer in the scope of employment is:

1. Exposed to or contracts a communicable disease defined as a notifiable condition by the Texas Department of State Health Services in Title 25 of the Texas Administrative Code Section 97.3.

Is ordered by the chief of police or the Harris County Public Health Department to quarantine or isolate as a result of the notifiable condition. The communicable disease leave for District police officers under this provision is provided without a deduction in salary or other leave.

If a District police officer is ordered to quarantine by the Harris County Public Health Department under this provision, the officer is eligible for reimbursement for reasonable costs of lodging and meals for the ordered quarantine in accordance with **DEC-R** and District policy.

4.13 Leave for Police Officers for Illness or Injury

A full-time district employed licensed police officer who regularly serves in a law enforcement capacity in a district police department is entitled to a paid leave of absence (LOA) for an illness or injury related to the person's line of duty. If necessary, the leave shall continue for at least one year.

If unable to return to work at the end of the paid leave and any extension, a police officer may use accumulated sick, vacation, and other accrued leave before being placed on unpaid temporary leave. At the end of temporary leave, the police officer will be reinstated at the same rank and with the same seniority the person had before going on temporary leave.

5 Family and Medical Leave Act (FMLA)

5.1 Eligible Employee

An eligible employee for family and medical leave is an employee who:

- Has been employed by the District for at least 12 months. The 12 months need not be consecutive.
- Has been employed by the District for at least 1,250 hours of service during the 12 months immediately preceding the commencement of leave.

For additional information regarding Family and Medical Leaves of absence, refer to **DECA (LEGAL)** and **DEC (LOCAL)**.

For purposes of an employee's entitlement to FMLA, the 12-month period will be measured backward from the date an employee uses FMLA leave.

5.2 Qualifying Reasons for FMLA

An eligible employee may take FMLA for the following reasons:

- The birth of a son or daughter, and to care for the newborn child
- For placement with the employee of a son or daughter for adoption or foster care
- To care for the employee's spouse, son or daughter, or parent with a serious health condition
- A serious health condition that makes the employee unable to perform the functions of the employee's job
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on covered active duty (or has been notified of an impending call or order to active duty)

- To care for a covered servicemember with a serious injury or illness incurred in the line of duty if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember

5.3 Combined Leave for Spouses

If both spouses are employed by the District, the District will limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District will limit military caregiver leave to a combined total of 26 weeks. Refer to **DECA (LEGAL)**.

6 Sick Leave Bank

The District has established a Sick Leave Bank that employees may join through the contribution of local leave. The purpose of the Sick Leave Bank is to provide additional sick leave days to a member of the bank who experiences a catastrophic medical event which prevents the member from performing the duties of their position. Leave contributed to the bank will be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and vacation, if applicable.

If the employee is unable to request leave from the Sick Leave Bank, a member of the employee's family or the employee's supervisor may submit the request.

The Superintendent or designee will develop regulations for the operation of the Sick Leave Bank that address the following:

- Membership in the Sick Leave Bank, including the number of days an employee must contribute to become a member
- Procedures to request leave from the Sick Leave Bank
- The maximum number of days per school year a member employee may receive from the Sick Leave Bank
- The committee or administrator authorized to consider requests for leave from the Sick Leave Bank and criteria for granting requests
- Other procedures deemed necessary for the operation of the Sick Leave Bank

6.1 Eligibility

All District personnel of CFISD, except for substitutes and temporary hourly employees, will be eligible for membership if they:

- Have been employed for one or more years in CFISD.

- Are eligible for District health care benefits.
- Have earned and accrued three local sick days.
- Are employed one-half day or more.

Retirees who have returned to the District must meet all the aforementioned criteria to be eligible for membership.

6.2 Enrollment

The annual open enrollment period is August 1 through October 31. The effective date of membership of all employees enrolling during this period will be November 1. Eligible employees who do not elect to join the Sick Leave Bank during the open enrollment period will not be permitted membership in the bank until the subsequent annual open enrollment period the following year.

For Sick Leave Bank purposes, the school year and Sick Leave Bank membership year will be November 1 through October 31 and will be referred to as the "school membership year."

6.3 Guidelines

Detailed regulations regarding the awarding of days from the Sick Leave Bank are specified in the Sick Leave Bank Guidelines which are available electronically at the District Intranet site at **http://inside.cfisd.net/** under policies.

6.4 Intermittent or Reduced Schedule Leave

Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule reduces the usual number of working days per work week or hours per workday. The District may limit leave increments to the shortest period of time that its payroll system uses to account for absences or use of leave, provided it is one hour or less. An employee may not be required to take more FMLA leave than necessary to address the circumstance that precipitated the need for the leave, unless the employee is an eligible instructional employee whose request meets the conditions described in the following sections. Refer to **29 CFR 825.203(a)(d)**.

The District will not permit the use of intermittent or reduced schedule FMLA leave for the care of a newborn child or the adoption or placement of a child with the employee. Refer to **DECA (LEGAL)** for use of intermittent or reduced schedule leave due to a medical necessity.

6.5 Certification of Leave

If an employee requests or is placed on leave, the employee will provide certification, as required by FMLA regulations, of the need for leave **DECA (LEGAL)**. When the need for leave is foreseeable, the employee must return the completed medical certification to the Human Resources Department within 15 calendar days of receiving the form. The health care provider must describe the appropriate medical facts regarding the individual's health condition. Failure to return the forms on a timely basis or submitting incomplete forms may result in a delay or denial of leave and could result in the employee's absence being designated as unexcused and unprotected.

The employee will provide subsequent medical certification every 30 days, except as provided by FMLA regulations.

6.6 Fitness-for-Duty Certification

If an employee takes FMLA leave due to the employee's own serious health condition, the employee will provide, before resuming work, a fitness-for-duty certification. The medical certification will contain a statement about the employee's ability to perform essential job functions. Failure to provide the certification may result in a delay or denial of restoration of employment. The costs associated with obtaining the certification will be the employee's responsibility. The fitness-for-duty requirement will not apply to employees returning from intermittent or reduced schedule leave.

An employee will give notice of the intent to return to duty before expiration of the FMLA leave. The employee ordinarily will give notice two business days before their projected date of return in order to minimize potential workplace disruption and to allow for the smooth transition of assignments from other employees to the returning employee.

6.7 End of Semester Leave

If a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester. Refer to **DECA (LEGAL)**.

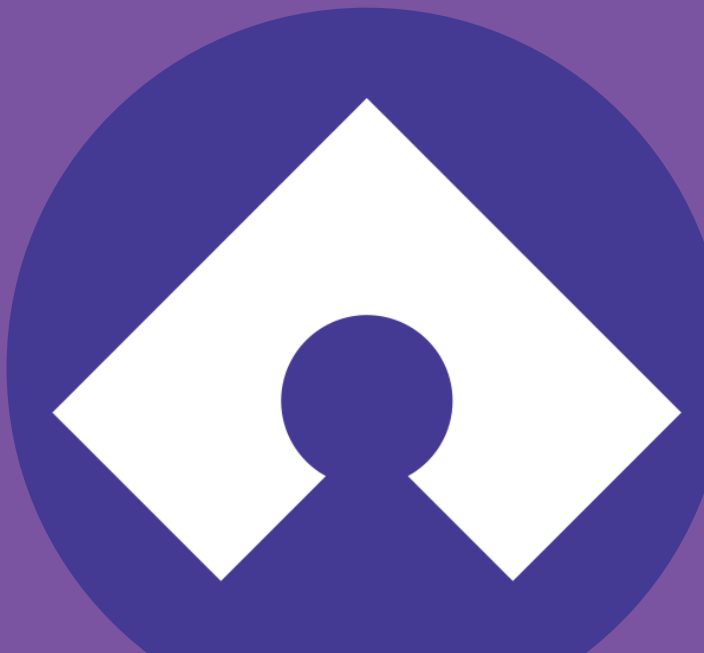
6.8 Maintenance of Health Benefits

During any period that an eligible employee takes FMLA leave, the District will maintain coverage under any "group health plan" for the duration of the leave at the level and under the condition's coverage would have been provided if the employee had continued in active duty with the District. [29 U.S.C. 2614(c)(1)]

6.9 Failure to Return

If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. Refer to **DECA (LEGAL)**, Recovery of Benefit Cost.

Section VIII Termination of Employment



Policy References for This Section		
	• DCD • DF • DFE	• DHB (LEGAL) • DHC (LEGAL) • DP (LEGAL)

1 Resignations

1.10 General Requirements

All resignations will be submitted to the Superintendent's designee. The employee will give reasonable notice and will include a statement of the reasons for resigning. It is important to note that by Board policy and administrative practice, the resignation must be sent directly to the Human Resources Office. A prepaid certified or registered letter of resignation will be considered submitted upon mailing. Employees are encouraged to use the online resignation system found at **www.cfisd.net**, Staff, Human Resources, Current Employees, Retirement/Resignation. It is most appropriate to discuss the matter with the principal or supervisor before submitting the resignation**.** An employee who resigns should give their supervisor as much advance notice as possible to allow time to hire and train a replacement. A minimum of two weeks' advance notice is expected.

An employee who resigns may have an exit interview with the immediate supervisor or the Assistant Director for Human Resources (hourly employees) or Director of Human Resources (paraprofessionals and professionals) upon request. Separating employees are asked to provide the District with a forwarding address and phone number. Resigning employees should turn in issued equipment, materials, keys, parking lot gate key, badge and uniforms, property including intellectual property, etc. Costs of uniforms may be deducted from an employee's final paycheck for failure to return District uniforms within three workdays of resignation or termination.

1.11 Certified Employees

An educator employed under a probationary contract for the following school year, or under a term or continuing contract, may relinquish the position and leave District employment at the end of the school year without penalty by filing a written resignation with the Board or the Board's designee no later than the 45th day before the first day of instruction of the following school year.

A written resignation mailed by prepaid certified or registered mail to the Board President or the Board's designee at the post office address of the District is considered filed at the time of mailing.

An unequivocal resignation filed no later than the 45th day before the first day of instruction of the following school year is effective upon filing with the District and the District cannot reject such a resignation. The resignation cannot be withdrawn by the teacher based on an argument that the District has not accepted the resignation.

The educator may resign, with the consent of the Board or the Board's designee, at any other time. Refer to **DFE (LEGAL).** For those educators with Chapter 21 contracts, the Superintendent's designee is the Assistant Superintendent for Human Resources.

The principal is required to notify the Superintendent of an educator's resignation within seven business days of the following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- Illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school -sponsored event.

The Superintendent is required to report such conduct to SBEC.

1.12 Reports to Texas Education Agency Contract Abandonment

An educator may resign, with the consent of the board or the board's designee, after the penalty-free period for "good cause" (Education Code 21.105(b), .160(b), .210(b)).

Employees unable to fulfill their contract obligations will receive information upon submitting their request to resign. The district's Contract Abandonment Committee reviews the submitted documents to determine whether the request to resign midyear meets one of the good cause factors established by the State Board for Educator Certification (SBEC) and/or the district.

Employees in positions required by statute to receive a Chapter 21 contract including, associate superintendent, assistant superintendent, athletic trainer, speech pathologist, psychologist, nurse, and JROTC instructor, who abandon their contract will be considered for rehire eligibility.

Chapter 21 employees, including principals, assistant principals, teachers, school counselors, diagnosticians, librarians, and athletic directors/coordinators, who resign without good cause may be eligible for rehire in five (5) years.

1.13 Non-Certified Employees with Annual Contracts/Hourly Employees

Employees holding a one-year annual contract, paraprofessionals, and hourly employees hired under a working agreement may resign their position at any time. A written notice of resignation should be submitted to Human Resources at least two weeks before the effective date. For professional employees, the Superintendent's designee is the Assistant Superintendent for Human Resources.

For paraprofessional and hourly employees, the Superintendent's designee is the Human Resources Director. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

The principal or director is required to notify the Superintendent of a non-certified employee's resignation or termination within seven business days for any of the following:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor
- Was involved in or solicited a romantic relationship with a student or minor
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The Superintendent is required to report such conduct to SBEC.

Hourly Employees

If an hourly employee, for whom a physical examination and drug test is required, voluntarily resigns their position during the first six months of employment, the cost of the physical examination and drug test may be withheld from their final paycheck. If an hourly employee resigns before the District's recovery of the fingerprinting fees, the remaining cost will also be deducted from the employee's final paycheck. An hourly employee who voluntarily resigns or is terminated may have the cost of uniforms deducted from their final paycheck if uniforms are not returned within three workdays following the separation of employment.

1.14 Employee Resignation

The information in this section is being provided as a recommended guideline for use by all staff members when severing their employment with the District. All inquiries about prospective resignations will be handled in a confidential manner by the Human Resources, Payroll, and Insurance Departments.

If you are resigning your position because of a serious health condition of your own or that of a family member, you should contact the Insurance Department before you officially resign to determine if you may be eligible for valuable benefits for which you have already paid. Benefits that may potentially be available to assist you include:

- Paid time off (sick leave, overtime, vacation)
- Temporary disability leave
- Family Medical Leave
- Disability insurance
- Sick Leave Bank membership
- Texas TRS

If you are eligible to use any of the benefits listed above, the District can help you coordinate your leave or resignation to assure you receive the benefits you have earned. Be sure to investigate your benefits BEFORE you officially resign. Once your resignation has been accepted by the Human Resources Department, it cannot be rescinded.

Recommended Guidelines for Resignation	
1. Investigate your benefits.	☐
2. To submit your resignation, go to www.cfisd.net, Staff, Human Resources, Current Employees, Retirement/Resignation and follow the instructions for resigning.	☐
3. If you do not have Internet access, contact the Human Resources department or your supervisor for guidance. **Note:** It is appropriate to provide a minimum of two weeks' notice of resignation before your last day of employment for positions other than a teacher (as defined by TEC 21.101). If you are a teacher, contact Human Resources prior to submitting your resignation.	☐
4. Provide the Human Resources Department with your new address if you are moving.	☐
5. Turn in all District keys (door keys, desk keys, lock keys, electronic devices); the ID badge, any district issued/owned equipment, and parking tag to your immediate supervisor.	☐

Employees should also be aware that unused earned vacation days will be paid at the employee's current daily rate.

All inquiries regarding terminating membership in TRS and withdrawing member contributions need to be addressed directly with TRS. Write directly to TRS at 1000 Red River Street, Austin, TX 78701-2698; email to **www.trs.texas.gov**; or call 1-800-223-8778.

Social Security questions may be answered by calling the Social Security office at 1-800-772-1213.

Refer Questions to:	Contact Number:
Human Resources	281-897-4040
457 Retirement Savings Plan	281-897-4051
Payroll Department	281-897-4109
Insurance Department	281-897-3882
TRS	800-223-8778
Social Security	800-772-1213

1.15 Re-Employment After Resignation

An employee who resigns and later seeks re-employment in the District will:

1. Be employed in accordance with state law and applicable policies.
2. Be placed on the salary schedule in accordance with state law, applicable policies, and the District's compensation manual.
3. Have no entitlement to seniority and accumulated unused leave at the time of resignation.
4. Be subject to the personnel policies or any settlement agreements pertaining to the re-employment of former employees.

An employee who resigns after the District has initiated an investigation of alleged misconduct may be eligible for re-employment only after review and approval by the Assistant Superintendent of Human Resources.

An employee who resigns or retires to avoid District-initiated termination or nonrenewal will not be eligible for re-employment with the District. Refer to **DFE (LOCAL)**.

2 Dismissal or Nonrenewal of Employees

2.1 Probationary, Term, or Continuing Contract Employees

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

The principal is required to notify the Superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in the Reports to Texas Education Agency section. The Superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

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

2.2 Discharge of Convicted Employees

The District will discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If the Title 5 Penal Code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply. Refer to **DF**.

2.3 Prohibition on Diversity, Equity, and Inclusion

Except as required by state or federal law, district employees are prohibited from engaging in diversity, equity, and inclusion activities, including assigning diversity, equity, and inclusion duties to any person. Any employee who intentionally or knowingly engages in or assigns diversity, equity, and inclusion duties to another person will be subject to appropriate discipline, including termination of employment. Refer to **DF, DFBB (LOCAL)** and **DH (LOCAL)**.

2.4 Prohibited Classroom Instruction

District employees are prohibited from engaging in an act prohibited by Education Code 28.0022 (Certain Instructional Requirements and Prohibitions). Any district employee intentionally or knowingly engaging in or assigning to another individual activities related to controversial topics described in Education Code 28.0022 is subject to disciplinary action, including termination of employment. Refer to **DF** and **DH (LOCAL)**.

3 Reports to Texas Education Agency

3.1 Certified Employees

The conduct of an employee must be reported to TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

For a certified employee, the conduct below must also be reported:

- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of District or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on District property or at a school-sponsored event

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

3.2 Non-Certified Employees

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

4 Reports Concerning Court-Ordered Withholding

The District is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

5 Employee Retirement

Employees are encouraged to read all TRS rules at **www.trs.texas.gov** and to confer with TRS advisors to determine eligibility for retirement and method of calculation of benefits.

If you are resigning your position with the intent to retire due to a serious health condition of your own or that of a family member, you should contact the Insurance Department before you officially resign to determine if you may be eligible for valuable benefits for which you have already paid. Benefits that may potentially be available to assist you include:

- Paid time off (sick leave, overtime, vacation)
- Temporary disability leave
- Family Medical Leave
- Disability insurance
- Sick Leave Bank membership

If you are eligible to use any of the benefits listed above, the District can help you coordinate your leave or resignation to assure you receive the benefits you have earned. Be sure to investigate your benefits BEFORE you officially resign. Once your resignation has been accepted by the Human Resources Department, it cannot be rescinded.

The following checklist is being shared to assist employees in taking the necessary steps at the appropriate times so that the retirement transition is made as easy as possible. All inquiries about prospective retirement will be dealt with in a confidential manner by the Human Resources, Payroll, and Insurance Departments.

Recommended Guidelines for Retirement	
1. Obtain a TRS retirement booklet from the TRS of Texas, 1000 Red River Street, Austin, TX 78701-2698 or 1-800-223-8778. The information may also be found at the TRS website **www.trs.texas.gov**. Review the booklet closely to help you decide on the best options.	☐
2. Read carefully "TRS News" that is delivered to eligible employees' homes. This mail-out has the regional presentation schedule and a registration form included. These sessions are a must for retiring employees.	☐
3. TRS provides retirement counseling to prospective retirees by appointment. Employees are encouraged to take advantage of these individualized meetings. The 2 ½ hour drive to the TRS office in Austin is well worth your time and effort. We encourage you to make an appointment to review your retirement benefits and options with an expert. **Make your appointment early.**	☐
4. Request a TRS-18 form from TRS. Complete that form and submit it to TRS and receive from TRS an actual estimate of your standard annual annuity.	☐
5. Write directly to TRS or visit them personally at 1000 Red River Street, Austin, TX 78701-2698, requesting appropriate forms from them at least six months in advance of your planned retirement date. TRS will not furnish the forms through a school District. The "Request for Estimate of Retirement Benefits" (TRS-18) should be completed as early as possible when considering the financial prospects of retirement, particularly the estimated annual annuity.	☐
6. Return the form “Application for Service Retirement” (TRS-30) in a timely manner. Members must file the TRS-30 with TRS no later than the last day of the second calendar month following the month their retirement is effective. However, filing of the TRS-30 as early as possible is advisable considering the large number of applications processed by TRS.	☐
7. Inform your immediate supervisor and the Human Resources Office in writing of your retirement plans as soon as possible after submitting the TRS-30 to TRS. The Human Resources Office, in coordination with the immediate supervisor, will work with the retiring employee concerning the timeliness of announcing a retirement, honoring the retiree at the Service Banquet, and filling the vacated position as appropriate.	☐
8. Questions are best answered by TRS; the hotline number is 1-800-223-8778.	☐
9. Social Security questions may be answered by calling 1-800-772-1213.	☐

5.1 Final Paychecks

Employees retiring from the District need to contact the Human Resources Department at least two months before their retirement date to be notified when they will receive their final paycheck.

Employee benefit coverage will be maintained and premiums for health, dental, vision, accident, optional life and cancer insurance. If an employee opts for HSA plan contributions to be deducted from their final paychecks in the summer, the employee must log into Benefit Solver for their HSA and elect an increase in their contribution amount (please see applicable IRS guidelines). If an employee opts for tax deferred 403(b) annuity or 457 contributions during the summer please contact TCG for guidance.

5.2 Health Insurance

Prospective TRS retirees are advised to consult with TRS about enrollment eligibility if they are planning to enroll in the TRS-Care medical plan upon their retirement. More information can be found on the TRS website at **www.trs.texas.gov**.

Deferred Effective Date of Coverage

When you are initially eligible for TRS-Care, you may defer the effective date of your coverage for up to three months. Example: For a May 31 retirement, the TRS-Care effective date (normally June 1) may be deferred to July 1, August 1, or September 1. For a deferred effective date, you must write the coverage effective date in the space provided on the Initial Enrollment application (TRS Form 700A). If you have any questions, call the TRS-Care office in Austin at (888) 237-6762.

For most retirees it is to their financial advantage for their District medical insurance coverage to be continued through August 31, regardless of any early salary payoff they may receive. For this reason, additional payroll deductions for the extended coverage are automatically taken from early salary payoff checks unless the retiree receives approval from the Human Resources Department for an alternative coverage end date two months before their final check and the approval is forwarded to the Insurance Department at least one month before the final paycheck is issued. If your final paycheck is to be issued May 31, June 30, or July 31, check with TRS-Care about their coverage and cost before requesting cancellation of your District medical insurance.

5.3 Unused Vacation

Unused vacation days, if eligible, will be paid at the employee's daily rate. Employees under the age of 55 or not retiring from the District will have the amount paid in their paycheck. If the employee is age 55 or older and retiring from the District, the payout of vacation days will be made to the Cypress-Fairbanks Employer Paid 403(b) Plan. If the payout amount is greater than the 403(b) employer contribution limits ($66,000 minus employee voluntary deferrals to 403(b)

plan up to $23,000 in 2024), then the amount of the payout above the limit will be deposited into the CFISD 401(a) Plan. The retiree will receive a notification letter with instructions from the District once the vacation pay has been remitted to the plan.

TCG Administrators is the administrator for both applicable plan(s), and TCG Advisors manages the investments for both plans. They are also the District's retirement plan provider for the voluntary 457(b), voluntary 403(b) and 457(b) FICA Alternative plans.

For employees 55 and older and retiring from the District, an account will automatically be created with TCG in these plans upon receipt of the contributions. Instructions for accessing the account will be mailed to the retiree. The default investment for both plans is the moderately conservative portfolio and election changes can be made at any time by logging in to your account at **www.tcgservices.com** or contacting TCG at 800-943-9179.

Retirees who wish to receive a distribution or rollover funds to another retirement account must complete a distribution form (included with notification letter from the District) and mail, fax or email the completed distribution form to TCG as indicated on the form and they will process your request immediately. There are no surrender charges to move funds from these accounts. For questions, please email TCG at **403b@tcgservices.com** or contact their customer service team at 800-943-9179.

5.4 Payment for Accumulated Sick Leave Upon Retirement

An employee eligible to earn paid leave benefits will be reimbursed for earned accumulated local leave, state sick leave, and state personal leave if the employee is eligible to retire under the regulations of the Texas TRS and submits a letter of resignation in writing or online giving notice of intent to retire. In addition, the employee must submit a copy of the TRS 32 form to the Payroll Department.

For an employee who is local, state sick, and state personal leave days have been accumulated on a less than full-day (seven-hour) work schedule, leave days will be converted to full-day equivalents for this benefit.

The following guidelines will apply:

- An eligible employee is defined as one who is eligible to retire and receive a standard annuity that is not reduced for early retirement under the Texas TRS Program. If an employee meets the criteria to retire under the TRS Program and another state system, and elects the other retirement system, the employee is eligible for reimbursement of earned accumulated leave upon retirement.
- Maximum benefits will only be paid to employees who have been employed with the District for 10 years before retirement. Employees who have been employed five to nine years may draw 50% to 90% respectively of the maximum benefit.

- This one-time maximum benefit to employees will be $125 for each unused, earned day of local leave, (old) state sick leave, and state personal leave not to exceed a maximum of 150 days.

This benefit will be paid to employees who submit their resignation with the intent to retire either:

- At the completion of the semester as identified in the current school calendar.
- At the completion of their annual work calendar year.

Note: The last professional day in each semester for teachers may serve as the end of the semester for hourly employees for purposes of retirement and payment of this benefit. An eligible employee who has not completed a full semester as identified by the current school calendar or completed their annual work calendar year because of medical conditions certified in writing by a physician will be paid for their accumulated leave balance.

Retiring employees will receive payment for any unused sick or personal leave at the rate of $125.00 per day, up to a maximum of $18,750.00 (150 days). If the employee is under the age of 55, they will be paid the amount in their paycheck. If the employee is age 55 or older, the payout of accumulated sick/personal leave will be made to the Cypress-Fairbanks Employer Paid 403(b) Plan.

If the payout amount is greater than the 403(b) employer contribution limits ($66,000 minus employee voluntary deferrals to 403(b) plan up to $22,500 in 2023), then the amount of the payout above the limit will be deposited into the CFISD 401(a) Plan. The retiree will receive a notification letter with instructions from the District once the accumulated leave has been remitted to the plan.

TCG Administrators is the administrator for both applicable plan(s), and TCG Advisors manages the investments for both plans. They are also the District's retirement plan provider for the voluntary 457(b), voluntary 403(b) and 457(b) FICA Alternative plans.

For retirees 55 and older, an account will automatically be created with TCG in these plans upon receipt of the contributions. Instructions for accessing the account will be mailed to the retiree. The default investment for both plans is the moderately conservative portfolio and election changes can be made at any time by logging in to the employee's account at **www.tcgservices.com** or contacting TCG at 800-943-9179.

Retirees who wish to receive a distribution or rollover funds to another retirement account should complete the distribution form (included with notification letter from the District) and mail, fax or email the completed distribution form to TCG as indicated on the form and the request will be processed immediately. There are no surrender charges to move funds from these accounts. For questions, please email TCG at **403b@tcgservices.com** or contact their customer service team at 800-943-9179.

Refer Questions to:	Contact Number:
Human Resources	281-897-4040
457 Retirement Savings Plan	281-897-4051
Payroll Department	281-897-4109
Insurance Department	281-897-3882
TRS	800-223-8778
Social Security	800-772-1213

Section IX Student Information

Policy References for This Section			
	• DH (LEGAL) • FB • FFAC (LOCAL) • FFH	• FFI (LOCAL) • FL (LOCAL) • FNG	• FNCC (LEGAL) • www.cfisd.net

1 Equal Educational Opportunities

In an effort to promote nondiscrimination and as required by law, Cypress-Fairbanks ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Refer to **FB**, **FFH**.

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

Title IX Coordinator	
Name:	Deborah Stewart
Position:	Chief of Employee and Student Services
Address:	11220 Matzke Road, Cypress, TX 77429
Phone:	281-897-4030
Email:	**deborah.stewart@cfisd.net**

ADA Coordinator/504 Coordinator- Employees	
Name:	Chairita Franklin
Position:	Assistant Superintendent, Human Resources
Address:	11220 Matzke Road, Cypress, TX 77429
Phone:	281-897-4075

2 Student Attendance

Teachers and staff should be familiar with the District's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. A student will not be released from school at times other than regular dismissal hours except with the principal's or designee's permission or according to campus sign-out procedures.

A student who needs to leave campus:

- Must bring a note from their parent/legal guardian/supervisory adult specifying the reason for the absence, the release time, and the person picking up the student.
- Should deliver the note to the attendance office/receptionist.
- Will receive a pass to be released at the specified time.
- Will be sent to the receptionist/attendance office to wait to be released to the appropriate person.
- Is to be signed out by the appropriate person by the attendance office/receptionist.
- Will be marked absent by teachers during their absence.
- Must provide a parent's or doctor's note upon their return to school.
- May have attendance code modified by attendance secretary to reflect the absence.
- Will have the note placed in the student's attendance file.

Note: High school only—The school will contact parent/legal guardian/supervisory adult to verify note.

Unless a court order provides to the contrary, a student will be released to either parent of the student. In the event that one parent has limited custodial or visitation privileges, the school must be provided a copy of the most current court order stipulating the custody agreement. In the event a student has a guardian, the school will release the student to their legal guardian. The only other person(s) to whom a student will be released at parent/guardian request are those who have been given written permission by the parent or legal guardian. In the event the school initiates removal or release of the student, the student will only be released to persons designated on the school's Emergency Information and Medical/Parent Authorization form. All persons, including parents, should be prepared to present a picture ID to school officials when requesting the release of a student.

3 Student Records

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

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

4 Student Conduct and Discipline

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the District. Employees that have concerns about a particular student's conduct should contact the campus behavior coordinator.

The Student Code of Conduct and Handbook is available online at **www.cfisd.net**. If you would like a hard copy of the document, contact your building principal or the Office of Student Services.

5 Parent and Student Complaints

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on different issues. Any campus office or the Superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response. Refer to **FNG**.

6 Administering Medication to Students

No employee shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type except as provided in Board Policy **FFAC (LOCAL)**. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with district policy and procedures. Refer to policies **FFAC** and **FFAF**.

7 Dietary Supplements

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of their school District duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student. Refer to **DH (LEGAL)** and **FFAC**.

8 Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance. District employees are prohibited by state law from doing the following:

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

9 Hazing

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

10 Bullying

Board Policy **FFI (LOCAL)** prohibits bullying of a student; bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying or cyberbullying shall immediately notify the principal or designee.

"Bullying" means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the following applicability requirements and that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property.
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school.
- Infringes on the rights of the victim at school.

"Cyberbullying" means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form and shall investigate the allegations. The District's policy **FFI (LOCAL)** includes definitions and procedures for reporting and investigating bullying of students.

11 Section X Appendix

Senate Bill 12
89th Legislative Session (2025)
Fact Sheet and Key Reminders

On June 20, 2025, Governor Abbott signed Senate Bill 12 into law. **Senate Bill 12** took effect on September 1, 2025. There are several provisions in the new law that affect employees and how they provide and solicit information to and from students and parents. The following guidelines summarize the new state law, which is mandated by the State of Texas and applies to all public school districts. Although many of the requirements in SB 12 are practices and procedures that were already in place in CFISD, our District is sharing the relevant details of the law to equip teachers and staff with the information they need to navigate this law effectively and with transparency. Please consult with your supervisor or campus principal if you have questions or concerns.

This document is organized into four sections, with sections aligned to the key areas of SB 12 compliance:

1. **Parental Rights & Access** – transparency, communication, and reporting
2. **Parental Consent** – clubs, health services, surveys, human sexuality instruction, and recordings
3. **Instructional & DEI Guidance** – curriculum, prohibited topics, and DEI duties
4. **Social Transitioning** – guidance on supporting students within legal boundaries

Each section includes **Key Reminders** to provide practical guidance for staff on implementing the law while supporting students and maintaining compliance.

Parental Rights and Access to Information
SB 12 prohibits school staff from infringing on the rights of parents to direct the moral and religious training of their child, make decisions about their child's education, and consent to medical, psychiatric, or psychological treatment. Staff may not withhold information from parents regarding their children and are required to encourage students to discuss personal or well-being issues with their parents, facilitating such discussions when necessary. Employees who encourage students to withhold information from parents may be subject to discipline by the State Board of Educator Certification.

Parents have rights to access their children's medical records, library materials, instructional plans, and other educational records. At the beginning of each semester, teaching staff must provide a

copy of the instructional plan or course syllabus for each class to campus administration and the parents of each student. The District must post instructional plans or syllabi for each class on its website and provide additional copies to parents upon request. Staff must notify parents no later than one school business day after first suspecting that a criminal offense has been committed against a student. Any attempt by staff to encourage or coerce a student to withhold information from their parent is grounds for discipline. The District must provide information on parental rights and options at enrollment and annually at the beginning of the year and develop a plan to improve parent-teacher cooperation regarding homework, attendance, and discipline.

Key Reminders:

- Keep parents informed about their children's academic performance and mental, emotional, and physical well-being.
- Encourage students to communicate openly with their parents about personal or well-being issues.
- Refer students to counselors if they need support or assistance in communicating with parents.
- Share instructional plans or course syllabi with campus administration and parents at the beginning of each semester.
- Provide parents access to teaching materials, syllabi, and educational records upon request.
- Report any suspected criminal offenses involving a student promptly to campus administration so parents can be notified in accordance with the law.

Parental Consent

SB 12 requires prior written consent from parents in several key areas. Written consent is required for student participation in clubs or groups sponsored or authorized by the District; the District may not authorize or sponsor clubs based on sexual orientation or gender identity.

Before administering a student well-being questionnaire, psychological or psychiatric examination, test, or treatment, the District must obtain written parental consent. For well-being questionnaires, a copy of the form must be provided to parents in advance. Consent is also required prior to health screenings, medical procedures, providing health care services, dispensing medication, or disclosing health or medical information, including the collection, storage, use, or disclosure of biometric identifiers to third parties.

Parental consent is **not** required for verbally asking students about general well-being or for mandatory reporting to CPS of suspected abuse or neglect.

Prior to providing human sexuality instruction, the District must obtain written parental consent at least 14 days before instruction begins. Staff may not audio or video record a student without parent permission unless it is related to safety, extra- or co-curricular activities, media coverage, or regular classroom instruction.

Key Reminders:

- Obtain written parental consent before allowing a student to join a club or student group.
- Ensure written parental consent is received prior to providing health screenings, medical services, or dispensing medication.
- Do not use surveys or questionnaires about student well-being, personal beliefs, attitudes, or mental health without parent permission and advance approval from campus administration. Provide copies of forms to parents upon request.
- Only audio or video record students with written parent permission or confirmation from campus administration that an exception applies.

Instructional and DEI Guidance

SB 12 prohibits Texas school districts from assigning diversity, equity, and inclusion (DEI) duties to employees and prohibits employees, contractors, and volunteers from engaging in DEI duties for the District. DEI duties are defined as:

- Influencing hiring or employment practices with respect to race, sex, color, or ethnicity, except as necessary to comply with state or federal antidiscrimination laws.
- Promoting differential treatment of, or providing special benefits to, individuals based on race, color, or ethnicity.
- Developing or implementing policies, procedures, trainings, activities, or programs that reference race, color, ethnicity, gender identity, or sexual orientation, except for student recruitment by Historically Black Colleges and Universities or as legally required.
- Compelling, requiring, inducing, or soliciting a DEI statement or giving preferential consideration based on such a statement.

SB 12 does not limit compliance with state or federal antidiscrimination laws, including those described in policies **DIA**, **FB**, **FFH**, and **GA**. The District and staff may still teach about holidays or commemorative months, analyze school-based causes, address discriminatory practices or achievement gaps, and apply classroom instruction aligned with TEKS, provided these efforts are implemented without regard to race. These DEI prohibitions do not apply to school-sponsored or school-authorized clubs and student groups. SB 12 also does not limit nondisruptive, protected student First Amendment rights.

Instructional provisions under SB 12 prohibit instruction on certain topics, including sexual orientation and gender identity, as outlined in Texas Education Code Sections 28.0022 and 28.0043 (summarized in policy **EMB Legal**). These restrictions do not limit nondisruptive student free speech, provision of mental health care with parental consent, or the use of school campuses for single-sex organization meetings that do not advance a political or social agenda. Districts

must adopt policies for disciplining employees who knowingly violate these provisions; in CFISD, policy **DH (Local)** addresses employment restrictions and disciplinary procedures.

Key Reminders:

- Apply hiring criteria and make personnel decisions based on merit and qualifications, without consideration of race, color, sex, or ethnicity.
- Ensure trainings, programs, and activities do not reference race, color, ethnicity, gender identity, or sexual orientation unless legally relevant or TEKS-aligned.
- Focus instruction and activities on required curriculum and avoid topics unrelated to the course subject matter.
- Ensure any/all supplementary instructional materials are TEKS-aligned and grade-level appropriate. Campus instructional leaders are responsible for overseeing lesson plan development at their campus and should be aware of any supplementary materials being utilized to ensure alignment with state standards, assessments, and the District scope and sequence, as stated in EEP (Regulation).
- Confirm parental notice and obtain written permission prior to providing instruction on the human sexuality unit.

Social Transitioning Assistance Prohibited

SB 12 prohibits employees from assisting a student in any way with social transitioning. Social transitioning is defined as a student's transition from their biological sex at birth to the opposite biological sex through the adoption of a different name, pronouns, or other expressions of gender that deny or encourage a denial of the student's biological sex.

The law prohibits all employees from assisting students with social transitioning by using a student's preferred or alternate name or pronoun if it expresses a gender different from the student's biological sex. No exceptions are allowed, including requests by parents. The District is required to investigate any reports of social transitioning assistance by staff and report confirmed violations to the Texas Commissioner of Education.

Key Reminders:

- Do not assist students in social transitioning.
- Staff should generally use the name and pronouns in school records.
- Requested nicknames that are part of a student's legal name may be used in class with discretion; but preferred or alternate names associated with social transitioning are prohibited.

- Refer students seeking emotional support to counselors, administrators, or other safe adults.
- Avoid promises of confidentiality if they conflict with state law.
- Monitor classroom interactions to prevent disrespect, bullying, or exclusion.
- Partner with families to support students within legal guidelines.
- Staff can support students' emotional well-being through private conversations, counseling referrals, and access to resources like private restrooms.

26-27 Revision Record

Date	Section	Heading	Page	Revision Details
6/4/2026	Table of Contents	1.13		Reassigned 'Unemployment Compensation Insurance' section to HR Directors
6/4/2026	II	3.0	34	Updated the language to reflect policy for reports to SBEC by the superintendent
6/4/2026	II	8.3	45	Updated that abuse must be reported to DFPS even when made to law enforcement
6/4/2026	II	8.5	48	Added reporting timeline of 48 hours to report to TEA Added reporting timeline of seven days for a certified employee for certain misconduct
6/4/2026	II	26.2	75	Removed the reference to policy DNA
6/4/2026	II	26.2	75	Added addition to the rebuttal process for employees to present complaints about evaluation and appraisal.
6/4/2026	II	32.1	96	Changed licensed therapists to school psychologists to reflect updated title change
6/4/2026	III	11.3	62	Added reference to DBD (LEGAL)
6/4/2026	III	13.2	68	Updated the language to reflect the positions that require parent notification including substitutes.
6/4/2026	III	29	93	Removed "Community Leadership Committee"
6/4/2026	V	42.2	127	Added definition of "e-cigarette" defined in policy and health and safety code
6/4/2026	V	49	141-142	Updated requirements to reflect safety training requirements for certain positions and the requirement to submit documentation to the district
6/4/2026	VI	61	149	Changed 'Interns' to 'Associates'
6/4/2026	VI	62.1	152	Deleted "must be primary care physician" and changed 'physician' to 'provider'
6/4/2026	VI	62.3	153	Deleted 'The maximum weekly payment of TIB's is $1219.

6/4/2026	VI	62.4	154	Deleted 'signed by the attending physician'
6/4/2026	VI	62.4	155	Changed 'physicians' to 'providers'
6/4/2026	VII	70.3	188-189	Added a statement in local considerations to note that the superintendent should follow reporting requirements to TEA after notification from a principal or director of a noncertified employee's resignation or termination

Changes in district policies may supersede, modify, or eliminate the information summarized in the Handbook. As the district provides updated policy information, the Employee Handbook is revised to accurately reflect current policies.

CFISD