CANUTILLO A Premier District

EMPLOYEE HANDBOOK 2026-2027

7965 Artcraft | El Paso, TX
79932 915.877.7400
www.canutillo-isd.org

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Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Division.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. District policies and procedures *can change at any time*; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office.

Policy manuals are always available for employee review on the Canutillo ISD website: Canutillo Policy Online. Employee handbook can also be located online at: Canutillo Independent School District » Departments » Human Resources »

Public Notification of Non-Discrimination

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division: (915) 877-7423, 7965 Artcraft Dr., El Paso TX 79932.

Notificación Pública de Prácticas No-Discriminatorias

El Distrito Escolar Independiente de Canutillo no discrimina por motivos de raza, color, religión, sexo, género, origen nacional, edad, discapacidad, estado militar, información genética o cualquier otra razón prohibida por la ley en sus prácticas laborales o en la prestación de servicios educativos, actividades y programas, incluida la educación profesional y técnica (programas vocacionales). Para obtener información adicional sobre la política de no discriminación del Distrito Escolar Independiente de Canutillo, comuníquese con la División de Recursos Humanos: (915) 877-7423, 7965 Artcraft Dr., El Paso TX 79932.

Canutillo ISD Vision Statement

LEAD today. IMPACT tomorrow.

Canutillo ISD Mission Statement

We provide Equitable Opportunities to ensure our future-ready students are empowered to Explore, Learn, Grow, and Excel.

Canutillo Ethics

Student Centered Focus • Trustworthiness in Stewardship • Commitment to Service • Equity in Attitude • Honor in Conduct • Integrity of Character

Canutillo ISD Goals

Goal One: STUDENT SUCCESS: * Student Safety & Well Being * Academic Growth * College Career Military Readiness

Goal Two: STAFF SUCCESS: * Staff Safety & Well-Being * Professional Learning & Quality Staff *Staff Satisfaction

Goal Three: COMMUNITY ENGAGEMENT AND PARTNERSHIPS: *Family Engagement *Community Partnerships * Customer Satisfaction

Goal Four: FISCAL AND OPERATIONAL SYSTEMS: *Fiscal Responsibility * Strategic Allocation of Resources * Planning for Growth * Well Maintained Facilities

Goal Five: TECHNOLOGY RESOSURCES: * Apple Refresh 1:1 * Wireless access/Testing *Infrastructure/Safety * Community Connectivity

District History

Canutillo Independent School District traces its roots to 1911, when the El Paso County School System built the Lone Star Primary School to serve the children of this community. For decades, Lone Star served students in grades first through eighth, while students in high-school grades had to travel 20 miles into the city to attend El Paso High School.

In 1959, the residents of Canutillo overwhelmingly voted in favor of incorporating an independent school district that would allow them to educate high-school students locally. The first graduating class at Canutillo High School earned their diplomas in 1963. Since then, Canutillo ISD has grown from a three-building school complex to a school district with more than 6,000 students and ten campuses, serving pre-k through 12th grade scholars.

Canutillo ISD Central Office is located in El Paso, while the district encompasses the communities of Canutillo, Vinton, Westway and Prado Verde, all of which are located in the Upper Valley and Northwest corner of the County of El Paso, Texas. Although Canutillo ISD maintains its proud rural and agricultural history, the district also serves a fast-growing suburban region of El Paso that will increase enrollment by 25 percent over the next four years.

Canutillo ISD serves a population that is 94.44% Hispanic, 70.55% educationally disadvantaged and 27% emergent learners.

Academically, Canutillo ISD has seen historic gains in student assessment over the last four years. Vast improvements have also been made in graduation rates, as Canutillo ISD reinforced its commitment to college readiness, fine arts and career and technical education. In 2016, Canutillo ISD was named an Honor Roll District by the Educational Results Partnership and the Institute for Productivity in Education, as one of the only 11 school districts in the state of Texas, and the only one in the El Paso County region. In 2018, Canutillo ISD received its first official A–Through–F accountability grade from the Texas Education Agency (TEA) and is proud to announce it is the only traditional school district in the region to earn an Exemplary Performance A-Rating, in 2019, Canutillo ISD received the same distinction – The only School District in the Region with this accolade.

District of Innovation

District of Innovation (DDI)
Canutillo ISD is a District of Innovation. The purpose of TEC chapter 12A is to allow traditional independent school districts the opportunity to obtain exemptions from certain provisions of the TEC Designation as a District of Innovation allowed out school district to increase control and to support innovations as a means to improve educational outcomes for the benefit of all district stakeholders. The Renewal term for Canutillo ISD innovation plan will be for 5 years Aug 2024 – May 2030 unless terminated or amended earlier by the Board of Trustees in accordance with the law.

District Work Calendars

Canutillo ISD Work Calendars can be found here:
Canutillo Independent School District » Departments » Human Resources » Canutillo ISD Employee Calendars

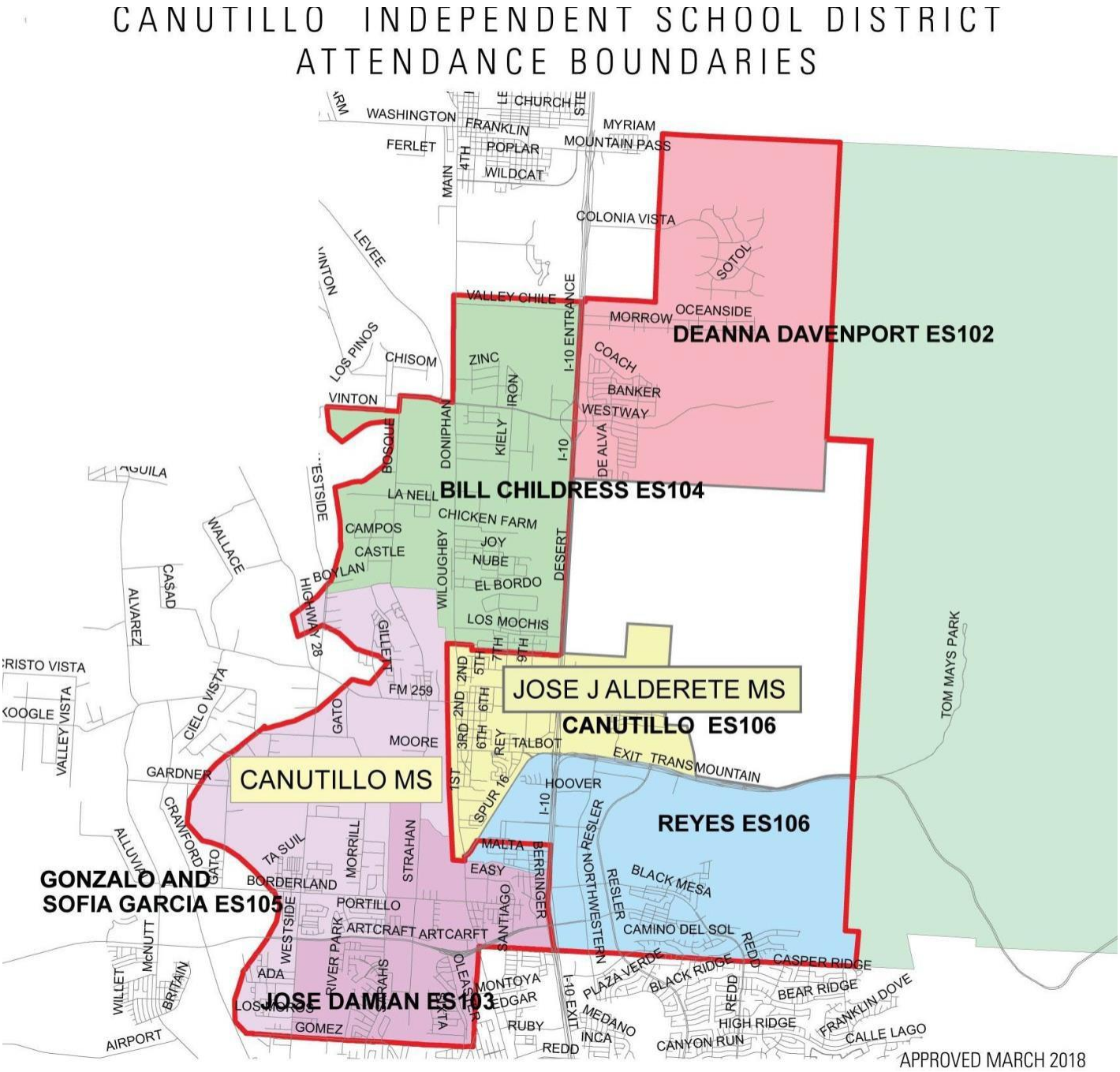
Policies & Regulations

You are able to access Canutillo ISD Policies 24/7 online through our website by clicking on the following: Canutillo Independent School District » Policies

In this area, you will find: Administrative Regulations Health Policies
Policies Online (Local and Legal) Student Code of Conduct Student Handbooks

Please note that District Approved Policies/Regulations Online supersede contents on this handbook.

Current District Boundary Map



Board of Trustees

Policies BA, BB series, BD series, and BE series
Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

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

Board of Trustees:

Sergio Martinez	President	Term: Nov. 2024-Nov. 2026
Lilia Maldonado	Vice President	Term: Nov. 2024-Nov. 2028
Cindy Zuniga	Secretary	Term: Nov. 2022-Nov. 2026
Breanne Barnes	Trustee	Term: Nov. 2022-Nov. 2026
Lucy Borrego	Trustee	Term: Nov. 2022-Nov. 2026
Carolina Ortega	Trustee	Term: Nov. 2024-Nov. 2028
Armando Rodriguez	Trustee	Term: Nov. 2024-Nov. 2028

You may find additional information of our Trustees here:
Canutillo Independent School District » School Board » Board Members

The board of trustees usually meets the fourth Tuesday of the month in the Boardroom, at the Canutillo ISD Administration Facility, 7965 Artcraft. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district Website and at the Canutillo ISD Administration Facility at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Central Office Administration

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

Executive Administration:

Superintendent	Dr. Josue Borrego	(915) 877-7444
Chief Academics Officer	Dr. Debra Kerney	(915) 877-7475
Deputy Superintendent	Dr. Oscar Rico	(915) 877-7474
Chief Human Resources Officer	Martha Carrasco	(915) 877-7423

Department Administration:

Director of Human Resources & Risk Management	Julieta Melendez	(915) 877-7459
Compliance Director	Candice Marrufo	(915) 877-7428
Executive Director of Elementary	Dr. Jesica Arellano	(915) 877-7441
Executive Director of Secondary	Nidia Avila	(915) 877-7440
Director of Assessment & Accountability	Jessica Harrison	(915) 877-7434
Curriculum & Instruction Director	Shawn Leggett	(915) 877-7433
Project Director	Cynthia Corrales	(915) 877-7466
Director of Professional Learning & Multilingual Education	VACANT	(915) 877-7443
Student Support Executive Director	Dr. Monica Reyes	(915) 877-7650
Director of Career Pathway Technology & Digital Innovation	Omar Solis	(915) 877-7575
Chief Financial Officer	Cristina Pulley	(915) 877-7425
Child Nutrition Director	Marco Macias	(915) 877-7452
Technology Director	Claudia Olivera	(915) 877-7566
Director of Special Education	Melissa Mena	(915) 877-7449
Executive Director of Communications	Gustavo Reveles	(915) 877-7481
Police Chief	Fernando Martinez	(915) 877-6650

Campus Administration

High Schools (2)

Canutillo High School
6675 South Desert Boulevard
El Paso, Texas 79932
(915) 877-7800

Principal: Casey Rangel
Assistant Principal: Matthew Castor
Assistant Principal: Julian Mora
Assistant Principal: Rene Mena
Assistant Principal: Jenny Patino

Northwest Early College HS
6701 South Desert Boulevards Building N
El Paso, Texas 79932
(915) 877-1700

Principal: Frank Clark
Dean of Students: Yelena Kapilevich

Middle Schools (2)

Canutillo Middle School
7311 Bosque Rd
Canutillo, Texas 79835
(915) 877-7900
Principal: Andrea Esparza
Assistant Principal: Alejandra Flores
Assistant Principal: Laura Mendoza

Jose J. Alderete Middle School
801 Talbot Road
Canutillo, Texas 79835
(915) 877-6600

Principal: Erika Pasieczny
Assistant Principal: Veronica Cossio

Elementary Schools (6)

Canutillo Elementary School
651 Canutillo Avenue
Canutillo, Texas 79835
(915) 877-7600
Principal: Alma Ramos
Assistant Principal: Verónica Frias

Jose H. Damian Elementary School
6300 Strahan Road
El Paso, Texas 79932
(915) 877-6800
Principal: María Castillo
Assistant Principal: Gabriela Hajir

Gonzalo & Sofia Garcia Elementary School
6550 Westside Drive
El Paso, Texas 79932
(915) 877-1200
Principal: Janeth Plaza
Assistant Principal: Annette Gonzalez

Deanna Davenport Elementary School
8401 Remington Road
Canutillo, Texas 79835
(915) 886-6400
Principal: Veronica Cervantes
Assistant Principal: *vacant*

Bill Childress Elementary
7700 Cap Carter Road
Vinton, Texas 79821
(915) 877-7700
Principal: María Varela
Assistant Principal: Sabina Lazos

Silvestre & Carolina Reyes Elementary School
7440 Northern Pass Drive
El Paso, Texas 79911
(915) 872-2300
Principal: Virginia Bernal
Assistant Principal: Paula Pantoja

2026-2027

CANUTILLO ISD

SEMI-MONTHLY PAYROLL SCHEDULE

Pay Date	Pay Period Dates	Timecard Approval Due	Payroll Processing Date	Pay Date	Pay Period Dates	Timecard Approval Due	Payroll Processing Date
2026				**2027**			
Wed Jul 15	06/21/26 - 06/27/26 06/28/26 - 07/04/26	07/06/26	07/13/26	**Fri Jan 15**	12/13/26 - 12/19/26 12/20/26 - 12/26/26 12/27/26 - 01/02/27	01/04/27	01/13/27
Fri Jul 31	07/05/26 - 07/11/26 07/12/26 - 07/18/26	07/20/26	07/29/26	**Fri Jan 29**	01/03/27 - 01/09/27 01/10/27 - 01/16/27	01/19/27	01/27/27
Fri Aug 14	07/19/26 - 07/25/26 07/26/26 - 08/01/26	08/03/26	08/12/26	**Fri Feb 12**	01/17/27 - 01/23/27 01/24/27 - 01/30/27	02/01/27	02/10/27
Mon Aug 31	08/02/26 - 08/08/26 08/09/26 - 08/15/26 08/16/26 - 08/22/26	08/24/26	08/27/26	**Fri Feb 26**	01/31/27 - 02/06/27 02/07/27 - 02/13/27	02/15/27	02/24/27
Tues Sept 15	08/23/26 - 08/29/26 08/30/26 - 09/05/26	09/08/26	09/11/26	**Mon **Mar 15**	02/14/27 - 02/20/27 02/21/27 - 02/27/27 02/28/27 - 03/06/27	03/08/27	03/11/27
Wed Sept 30	09/06/26 - 09/12/26 09/13/26 - 09/19/26	09/21/26	09/28/26	**Wed Mar 31**	03/07/27 - 03/13/27 03/14/27 - 03/20/27	03/22/27	03/29/27
Thurs **Oct 15	09/20/26 - 09/26/26 09/27/26 - 10/03/26	10/05/26	10/09/26	**Thurs Apr 15**	03/21/27 - 03/27/27 03/28/27 - 04/03/27	04/05/27	04/13/27
Fri Oct 30	10/04/26 - 10/10/26 10/11/26 - 10/17/26	10/19/26	10/28/26	**Fri Apr 30**	04/04/27 - 04/10/27 04/11/27 - 04/17/27	04/19/27	04/28/27
Fri Nov 13	10/18/26 - 10/24/26 10/25/26 - 10/31/26	11/02/26	11/10/26	**Fri May 14**	04/18/27 - 04/24/27 04/25/27 - 05/01/27	05/03/27	05/12/27
Mon Nov 30	11/01/26 - 11/07/26 11/08/26 - 11/14/26	11/16/26	11/20/26	**Fri May 28**	05/02/27 - 05/08/27 05/09/27 - 05/15/27	05/17/27	05/26/27
Tues Dec 15	11/15/26 - 11/21/26 11/22/26 - 11/28/26 11/29/26 - 12/05/26	12/07/26	12/11/26	**Tues Jun 15**	05/16/27 - 05/22/27 05/23/27 - 05/29/27 05/30/27 - 06/05/27	06/07/27	06/10/27
Thurs **Dec 31	12/06/26 - 12/12/26	12/14/26	12/18/26	**Wed Jun 30**	06/06/27 - 06/12/27 06/13/27 - 06/19/27	06/21/27	06/24/27

**** Pay dates are scheduled during a break**

UPDATE THE PAYROLL DEPARTMENT ON BANK ACCOUNT CHANGES

Note: overtime hours, extra duty pay, and absences will be posted according to the pay period dates.

Canutillo A Premier District
2026-27 School Calendar - Option A
Calendario Escolar

Legend / *Clave*

- **Holiday/District Closure** Día Festivo/Distrito Cerrado
- **Parent/Teacher Conference** Conferencia de padres y maestros
- **District Staff Development / PLC** Dias de desarrollo profesional
- **Campus Staff Development / PLC** Dias de desarrollo profesional
- **Teacher Work Days** Días hábiles para maestros
- **STAAR/EOC Testing Window** Día de examen
- **Intersession (Week off)** Intersesión
- **First Day of Instruction** Primer día de instrucción
- **Last Day of Instruction** Ultimo día de instrucción
- **Grading Period Begins** Comienza el periodo de calificaciones
- **Grading Period Ends** Termina el periodo de calificaciones

Holidays/*Dias Festivos*

4th of July Break/*Vacaciones de 4 de julio*	**06/29 - 07/03**
Labor Day/*Día del Trabajo*	**09/07**
Fall Break/*Descanso de otoño*	**10/12-16**
Veterans Day/*Día de los Veteranos*	**11/11**
Thanksgiving Break/*Vacaciones de otoño*	**11/23-27**
Winter Break/*Vacaciones de invierno*	**12/21-01/01**
Martin Luther King Day/*Día de Martin Luther*	**01/18**
Spring Intersession/*Intersesión de primavera*	**03/8-12**
Spring Break/*Vacaciones de primavera*	**03/15-19**
Holiday/*Día Festivo*	**03/26**
Memorial Day/*Día de Conmemoración de los Caídos*	**05/31**

Nine Weeks Reporting Periods/ *Periodo de calificaciones de 9 semanas*

1st 9-Weeks / *1ras 9 semanas*	**08/03 - 10/02**
2nd 9-Weeks / *2das 9 semanas*	**10/05 - 12/18**
3rd 9-Weeks / *3ras 9 semanas*	**01/05 - 03/05**
4th 9-Weeks / *4tas 9 semanas*	**03/22 - 05/27**

No classes for students)/ *no hay clases para los estudiantes*

Staff Development / *Entrenamiento*	**08/28**
Fall Semester Parent Teacher Conference / *Conferencia de padres y maestros*	**10/08**
Staff Development / *Entrenamiento*	**10/09**
Staff Development / *Entrenamiento*	**02/12**
Spring Semester Parent Teacher Conference / *Conferencia de padres y maestros*	**02/15**

Staff Misc. Info / *Información miscelánea para empleados*

Staff Development /*Dias de desarrollo profesional*	**8**
Teacher Work Day / *Dias hábiles para maestro*	**4**
Total Teacher Contract / *Total de Dias que el maestro esta en contrato*	**187**
Total Instructional Days / *Total de dias de instrucción*	**173**
Total Minutes/ *Total de minutos*	**78,300**
Inclement Weather & Emergencies/ *Dias para emergencias y clima inclemente*	**6**

JULY / JULIO 2026

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST / AGOSTO 2026

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER / SEPTIEMBRE 2026

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER / OCTUBRE 2026

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER / NOVIEMBRE 2026

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER / DICIEMBRE 2026

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY / ENERO 2027

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY / FEBRERO 2027

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH / MARZO 2027

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL / ABRIL 2027

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY / MAYO 2027

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE / JUNIO 2027

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

*Calendar and testing dates are subject to change. Please visit our website at *www.canutillo-isd.org* for most updated information.

Version A

Northwest Early College High School

2026-27 School Calendar
Calendario Escolar

Legend/Claves

- **Holiday/District Closure** *Día Festivo/Distrito Cerrado*
- **EPCC Holiday** *Día festivo en EPCC*
- **NWECHS & EPCC Holiday** *Día festivo en NWECHS y EPCC*
- **Parent/Teacher Conference** *Conferencia de Padres y Maestros*
- **Early Release** *Salida temprana*
- **District Staff Development / PLC** Dias de desarrollo profesional
- **Campus Staff Development / PLC / Workday** Dias de desarrollo profesional
- **Teacher Workday** Días hábiles para maestros
- **Griffin Academy** *Orientación para estudiantes de nuevo ingreso*
- **EOC Testing** *Examenes de fin de curso*
- **EPCC Final Exams** *Examenes finales de EPCC*
- **First Day of Class for 9th grade** Primer día de instrucción para estudiantes en 9no grado
- **First Day of Class for 10th, 11th & 12th grades** Primer día de instrucción para estudiantes en grados 10, 11 y 12
- **Last Day of Instruction** Ultimo día de instrucción
- **EPCC Semester Starts** *Comienza el Semestre de EPCC*
- **EPCC Semester Ends** *Termina el Semestre de EPCC*
- **NWECHS Grading Period Starts** *Comienza el periodo de NWECHS*
- **NWECHS Grading Period Ends** *Termina el periodo de NWECHS*

Holidays/*Dias Festivos*

4th of July Break/ *Vacaciones de 4 de julio*	**06/29-07/03**
Labor Day/ *Día del Trabajo*	**09/07**
Veterans Day/ *Día de los Veteranos*	**11/11**
Thanksgiving Break/ *Vacaciones de otoño*	**11/23-27**
Winter Break/ *Vacaciones de invierno*	**12/14-01/01**
Martin Luther King Day/ *Día de Martin Luther*	**01/18**
Spring Break/ *Vacaciones de primavera*	**03/15-19**
Holiday/ *Día Festivo*	**03/26**

Nine Weeks Reporting Periods/ *Periodo de calificaciones de 9 semanas*

1st 9-Weeks / *1ras 9 semanas*	**08/03 - 10/02**
2nd 9-Weeks / *2das 9 semanas*	**10/05 - 12/10**
3rd 9-Weeks / *3ras 9 semanas*	**01/06 - 03/12**
4th 9-Weeks / *4tas 9 semanas*	**03/22 - 05/14**

No classes for students)/ *no hay clases para los estudiantes*

Staff Development / *Entrenamiento*	**09/16**
Staff Development / *Entrenamiento*	**02/10**

Staff Misc. Info / *Información miscelánea para empleados*

Staff Development / *Dias de desarrollo profesional*	**5**
Teacher Work Day / *Dias hábiles para maestro*	**7**
Total Teacher Contract / *Total de Dias que el maestro esta en contrato*	**187**
Total Instructional Days / *Total de dias de instrucción*	**168**
Total Minutes/ *Total de minutos*	**80,370**
Inclement Weather & Emergencies/ *Dias para emergencias y clima inclemente*	**10**

JULY / JULIO 2026

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST / AGOSTO 2026

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER / SEPTIEMBRE 2026

M	T	W	T	F
	1	2	3	4
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OCTOBER / OCTUBRE 2026

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NOVEMBER / NOVIEMBRE 2026

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DECEMBER / DICIEMBRE 2026

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JANUARY / ENERO 2027

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FEBRUARY / FEBRERO 2027

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MARCH / MARZO 2027

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APRIL / ABRIL 2027

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MAY / MAYO 2027

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31				

JUNE / JUNIO 2027

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*Calendar and testing dates are subject to change. Please visit our website at *www.canutillo-isd.org* for most updated information.

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact **Martha Carrasco** the district Title IX coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact **Julieta Melendez**, the district ADA Coordinator. Section 504 coordinator. For questions or concerns regarding student Section 504, contact **Melissa Mena**, the Section 504 Coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Objective Criteria for Personnel Decisions

The Board establishes the following objective criteria for decisions regarding the hiring, dismissal, reassignment, promotion, and demotion of district personnel. These criteria are not rank-ordered and may be considered in whole or in part in making such decisions:

- Academic or technical preparation, supported by official transcripts
- Evaluations
- Experience
- Proper certification for grade level, subject, or assignment, including emergency, one-year certificates, probationary certificates and endorsements for specific subjects, programs, or positions
- Recommendations and references
- Suitability for the position and professional competence
- The need of the District

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis and on the District's Website: www.canutillo-isd.org >Human Resources > Jobline

Applications

All applications for employment shall be submitted to the Human Resources Division applying online. Go to www.canutillo-isd.org to access the application form. Information contained in applications shall be verified before employment is offered.

Filling Vacancies

The board delegates to the superintendent sole authority to employ teachers, librarians, nurses, counselors, and certified staff other than administrators. Final authority for selection and employment of associate superintendents, executive directors, directors, principals, and assistant principals shall be retained by the Board. [See (LEGAL) policies at DCA, DCB, and DCC, as appropriate]

The Superintendent shall have final authority to hire all other non-contractual personnel on an at- will basis. [See DCD (LOCAL)]

Employment after Retirement

Policy DC

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

Contract and Non-Contract Employment

Policy DC series

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

Probationary Contracts

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

Term Contracts

Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. Teachers employed before January 1, 1999, are employed by continuing contract. Teachers employed after that date are employed by term contracts. Chief executives, and Executive directors are employed under one-year term contracts. Campus principals are employed under one-year 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 by request.

Employees receiving contracts have a specific time frame after notification to inform the Superintendent or designee of their acceptance. Non-receipt of such notification within the allotted time shall be construed as refusal of the contract offer, and the contract shall be deemed null and void.

Non Certified Professional and Administrative Employees

Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

Paraprofessional and Auxiliary Employees

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

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Human Resources Division in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify **the Human Resources Division** 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 the Human Resources Division at (915) 877-7423 if you have any questions regarding certification or licensure requirements. Administrators that appraise through T-TESS/T-PESS must ensure they are certified to appraise by June each year.

Recertification of Employment Authorization

Policy DC

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization. Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources Division at (915) 877-7423 if you have any questions regarding re-verification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

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

Drug Testing Requirements

The district conducts random drug/alcohol testing, in accordance with federal laws, of commercial motor vehicle operators for use of alcohol or a controlled substance that violates law or federal regulation. [49 U.S.C. sec. 2717; 49 CFR Part 382] These testing requirements apply to every employee of the district who operates a commercial motor vehicle and is subject to commercial driver's license requirements. [49 CFR sec. 382.103]

Required testing includes pre-employment, post-accident, random, and reasonable suspicion. No driver will refuse to submit to a post-accident alcohol or controlled substances test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substances test, or a follow-up alcohol or controlled substances test. The district will not permit a driver who refuses to submit to such tests to perform or

continue to perform safety-sensitive functions. [49 CFR sec. 382.211] [For further guidelines, please refer to DBBA (Legal) & (Local.] Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Human Resources Division or Transportation Department.

Employees Required to Have a Commercial Driver's License

Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver and/or drivers of large vehicles used in the transportation of hazardous materials.

Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

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

All employees requiring a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Human Resources Division or the Transportation Department.

Health and Safety Training

Policies DBA, DMA

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 both the affiliated department lead and district Nurse Coordinator with 48 hours of obtaining certificate.

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 both the affiliated department lead and district Nurse Coordinator with 48 hours of obtaining certificate.

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.

Safety

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety of employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies to help reduce accidents and injuries. 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
- Keep work areas clean and orderly; food services personnel must comply with HACCP procedures
- All accidents must be reported immediately as soon as possible to the supervisor (24 hours after event)
- Documentation for any work-related injury reported must be sent to HR

- Operate only equipment or machines for which the employee has training and authorization
- No employee will operate a cell phone while driving any district vehicle, a rental vehicle, or in a privately-owned vehicle, while that vehicle is being used to transport students
- Employees may only operate a cell phone while the vehicle is safely parked
- The use of ear plugs and/or earphones while operating a district vehicle, a rental vehicle, or a privately-owned vehicle, that is used to transport students, is strictly prohibited

Employees with questions or concerns relating to safety programs and issues can contact Canutillo ISD

Human Resources Division. The District's Hazard Mitigation Plan (safety handbook) is online and available to all employees. All new employees are orientated on content and signature is kept on file. Identification badges for all district employees will be issued. Employees will wear these badges while on district premises during working hours.

Food services personnel must enter/exit the workplace through the campus/facilities rear cafeteria service entrance door. The counting of money must be done in the cafeteria manager's office in private by management and the cashier. Also, cafeteria doors should remain locked during working hours as well as after hours.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call Canutillo ISD Police Dispatch at 915-877-6650 immediately.

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive visitor passes and directions to their destination. Employees who observe an unauthorized individual on district premises should immediately direct him or her to the main office or contact the administrator in charge. Visitors pass should contain the following information: Date, Location (employees should Escort an unauthorized visitor to the office).

Asbestos Management Plan

Policy CSC

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

Pest Control Treatment

Policies CLB, DI

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the front of each building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electronic means. Pest control information sheets are available from campus principals or the office of Facilities & Transportation Division.
Newspapers: El Paso Times, Diario De El Paso

Chemical Restrictions

Personnel bringing chemicals to school must safeguard them from student access and abuse.

Accident Prevention

Canutillo ISD has developed a disciplinary policy that applies to the safety and health program of the district. The disciplinary policy is a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment. The disciplinary policy applies to all employees of this district. The district shall strictly enforce the Alcohol and Controlled Substance Policy within the legal limits of the policy and the federal, state, and local laws governing such infringements.

The immediate supervisor may issue a verbal warning to employees who commit minor infractions or violations of the safety rules or safe work practices. Continued violations or verbal warnings will lead to more stringent action.

The immediate supervisor may issue a written warning for the following:

- Repeated minor violations of safety rules or procedures
- Single serious violations of a rule or procedure that could have resulted in injury to them or another employee or could have caused property damage
- Activities that could potentially result in injury or property damage

The immediate supervisor, with the concurrence of an administrator, may institute disciplinary leave for the above reasons and the following:
A single serious violation of a rule or procedure that results in injury to an employee or property damage
Repeated violations, non-conformance to safety rules or procedures
The immediate supervisor, with the concurrence of an administrator, may recommend the termination of any employee for repeated serious violations of the above circumstances.

The immediate supervisor will establish employee files. Violations of district rules or safety rules, regulations or procedures will be documented by filling out a report on the employee. The report will state the type of violation and corrective action taken. The employee must read and sign the report acknowledging that he or she understands the seriousness of the violation. Failure to sign may result in further disciplinary action.

Energy Conservation

The district's energy conservation policy is designed to provide for the efficient use of energy throughout the district. The district shall ensure that every effort is made to conserve energy and natural resources while exercising sound fiscal management. The district is committed to using energy only when necessary to maintain reasonable comfort in all buildings and will take corrective action to make sure energy is not being consumed unnecessarily. This includes not having any unauthorized electrical appliances in the classrooms. Cooperation should be exercised on all levels for the success of this policy.

Emergencies

Policies CKC, CKD

The district developed and the Board of Trustees approved a District Emergency Operations Plan (EOP) that delineates procedures for responding to an emergency or disaster. The district's EOP is aligned with local city and county Emergency Operations Management agencies' plans. All employees should be familiar with the safety procedures for responding to a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. The district's EOP will be available in the main office of each district campus and facility. 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. Food services personnel should follow all food services emergency procedures. In addition, notification of District emergencies may also be provided to employees, parents and the community using School Messenger.

District Declared Emergency – Early Release or Late Start

Policy DEA

The superintendent or designee may declare an emergency on a campus- or district-wide basis in cases such as inclement weather, power outages, mechanical malfunctions, and the like. When an emergency has been declared, employees may be allowed to start the workday late or leave early in order to:

- Avoid unsafe travel conditions due to the emergency;
- Avoid significant discomfort in the workplace due to the emergency; or
- Avoid a situation in the workplace that prevents the employees from performing their job functions due to the emergency.

A nonexempt employee shall use the district-declared emergency leave code when recording this kind of leave in the absence tracking system. An employee who leaves before the designated release time for the emergency shall be charged leave from his or her own accumulated leave balance, as illustrated in the following examples:

- The employee's normal work schedule is 8:00 a.m. to 4:30 p.m. Employees are released due to a district-declared emergency at 1:00 p.m. If the employee leaves at 1:00 p.m., three and a half hours of district-declared emergency leave shall be recorded. If the employee continues to work and does not leave until 2:00 p.m., two and a half hours of District-declared emergency leave shall be recorded.
- The employee's normal work schedule is 8:00 a.m. to 4:30 p.m. Employees are released due to a District-declared emergency at 1:00 p.m. If the employee leaves at 12:00 p.m., the employee shall be charged for using one hour from his or her accumulated personal leave and three and a half hours of District-declared emergency leave shall be recorded.

All employees shall be expected to report for work according to their normal work schedule if the district-declared emergency will not prevent them from doing so safely or impact their regular job functions. Employees shall be expected to work their normal schedule and shall not be compensated, either monetarily or with compensatory time, if the district-declared emergency release time was not used.

District-declared emergency release time shall be used to accommodate employees on duty or ready and available to work. An employee who previously scheduled discretionary use of personal leave or called in an absence for that day shall not receive any district-declared emergency release time and shall be charged leave as used from the employee's accumulated personal leave balance.

When the superintendent or designee has declared a district emergency, no more than four working hours shall be charged to the district-declared emergency leave code per day. In cases where the emergency extends beyond four hours, a nonexempt employee who has missed more time during the workday shall have the following options:

- Use other leave available to the employee, including compensatory time, flex day, vacation time, or personal leave; or
- Make up the time within 30 calendar days of the absence date. The employee will not be compensated until the makeup time is worked.

Emergency School Closing

The district may close schools for a full day or part of a day because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's Website and Facebook, notify employees through global email, school messenger and notify the following radio, television stations, and newspapers:

Radio: KLAQ,-95.5 FM; KROD-600 AM; KBNA; Power 102; KHEY/ Y-96 FM; KOFX; KSII
Television: KTSM Ch. 9; KVIA Ch. 7; KINT Ch. 26; KDBC Ch. 4; KFOX Ch. 14

Dress and Grooming

Regulation DH

Dress, grooming, and personal appearance are important aspects of a professional image. Each should reflect the professional position of the employee. Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene. At a minimum, we will strive for dress and grooming standards that are congruent with the standards for our students. See DH Regulation.

- Food Services personnel should follow the health department's city and district code standards. Also, only small handbags will be allowed in the school cafeteria areas.
- The district shall enforce dress code that includes face masks and/or other protective gear as needed. Facial piercings must be removed, and visible tattoos must be covered during work time.
- Shoes provided by the district for auxiliary personnel shall be worn at all times during the scope of work.

Personal Cell Phones

Employees are prohibited from using personal cell phones while on duty during instructional delivery. All emergency calls must be routed through campus administrative offices.

Publication of Articles

Employees shall consult with the superintendent or designee prior to submitting articles for publication if they relate to district programs and policies.

Employment Criterion

Bus Driver Personnel Requirements

- Proof that the person is at least 18 years old
- Commercial driver's license with "P" and "S" endorsement
- Pre-employment physical examination that reveals physical and mental capabilities to safely operate a school bus
- Pre-employment drug screen test
- Annual DOT physical exam
- Pre-employment driver's license check with the Texas Department of Public Safety, and an acceptable driving record according to the standards prescribed by the State Board and the Department of Public Safety
- A valid certificate stating that the driver is enrolled in, or has completed, a driver training course in school bus safety education approved by the State Board and the Department of Public Safety.

Food Service Personnel Requirements

The district requires that all Food Service personnel hold a valid food handlers card issued by the county health department upon employment
All Food Service employees are to follow HCAPP regulations

Certified Personnel Requirements

Official transcripts, ExCET, TExES, and TECAT scores, and all certification documentation must be received by the Human Resources Division before the commencement of duties.

Paraprofessional Personnel Requirements

Teacher assistants employed in public schools are required to hold either an Educational Aide I, II, or III

certificate. With the passage of Every Student Succeeds Act (ESSA) by the federal government, new paraprofessionals hired after January 8, 2002 and working in a program supported by Title IA funds must have a high school diploma or a General Educational Development (GED) high school equivalency diploma and meet one of the following qualifications: (1) 48 hours completed at an accredited college or university; (2) an associate's (or higher) degree; or (3) pass a state or local academic assessment.

Supplemental pay is available for paraprofessionals who fall under Every Student Succeeds Act (ESSA) legislation mandating college hours. For information call the Human Resources Division at (915) 877-7423.

Existing paraprofessionals hired before January 8, 2002, and working in a Title IA program must obtain a high school or GED diploma and meet one of the three alternatives for qualifying new paraprofessionals, as listed above.

The qualification requirements for new and existing paraprofessionals do not apply to those whose primary responsibility is to serve as a translator or whose duties consist solely of conducting parental involvement activities in Title IA programs.

Professional Personnel Credentials

Administrative Certificates

All administrators must be fully certified to hold positions of superintendent, principal, assistant principal, and most other professional positions. Appropriate certification under this designation includes temporary, life certificates and standard licensures.

Professional Support Personnel Certificates

Counselors, supervisors, school psychologists, diagnosticians, school nurses, and athletic trainers must be certified by SBEC or state licensure.

Related Service Personnel

Special Education related service personnel must be licensed by the appropriate state agency in Texas.

Teacher Certificate/ License

Teachers must hold a valid Texas teaching certificate/license. To be valid, the teaching certificate must be appropriate for the teacher’s specific assignment/grade level and show evidence that the individual holding the certificate has either passed the Texas Examination of Current Administrators and Teachers (TECAT), the Examination of Certification of Educators in Texas (ExCET), or the Texas Examinations of Educator Standards (TExES). Additionally, all teachers in the district must meet the "ESSA” requirements.

Teaching Permits

Emergency Teaching Permits (ETP) are available in a non-core area if the teacher is not certified for the level of assignment. Core areas are: English, Language Arts, Reading, Math, Science, Economics, Civics, Government, Foreign Languages, Arts (Theater Arts, Dance, Music, Art), History, and Geography.

A local school district teaching permit (TEC sec. 21.055) for non-core areas could be made available to persons holding a baccalaureate and entering the education field for the first time under unusual or unique circumstances. This does not apply to individuals who (1) have previously held a teaching permit or (2) have failed the ExCET, TECAT, or TExES.

Teachers holding permits in any of the above categories must satisfy SBEC requirements for proper certification for the position in which they are employed. They are required to provide the district with a copy of their permits upon receipt from SBEC if they are not mailed directly to the district.

Documentation that ExCET, TExES, or coursework requirements have been fulfilled must be provided to the Human Resources Division before March 1 of the current school year.

Application for Certificate, Endorsement, or Additional Teaching Field

Individuals with Texas certificates wishing additional endorsements must secure a deficiency plan through a Texas university or college. Individuals may also challenge the TExES. The cost for additional certification or recommendation for certification is $120.

Certificate Name Change

TEA and Educator Certification Online sites only support the use of Microsoft Internet Explorer. TEA has implemented a new login called TEAL. To initiate a change of name on a teaching certificate, it is necessary to create or login to your TEAL account. Follow directions to complete the process.

Renewal of Permit

To renew a permit in a non-core academic area, a minimum of six semester hours from the deficiency plan must be completed each school year that the permit is activated, but all work must be completed within the one, two, or three-year time limit, whichever applies.

Before reporting to work for a new school year, the teacher on permit must sign the appropriate renewal form and present an official transcript of coursework completed to meet renewal requirements.
The Human Resources Division will assist with the application, but it is the teacher's responsibility to fulfill renewal requirements before contract renewal time.

Reassignments and Transfers

Policy DK

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

An employee with the required qualifications for a position may request a transfer to another campus or department. Employees must also apply online at www.canutillo-isd.org for positions for which they want to be considered and supervisors must approve all transfer requests. Teachers requesting a transfer to another campus before the school year begins must submit his or her request 45 days before the first day of instruction. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources Division and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees

Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The

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

Hours on duty for professional staff (teachers, administrators, counselors, nurses, librarians, and other exempt status personnel) are required to meet the needs of the students and the district. Schedules may be adjusted on a needs basis by building administrators and/or supervisors.

The assignment of teachers to playground, hall, or other duties should be held to a minimum.

The principal may need the teacher's assistance before the regular sessions, during recess, and at the noon hour. In addition to regular school week, the teacher will be required to attend the following:

- Attendance at extra-curricular activities is strongly recommended
- Conferences with parents or patrons as directed by the principal
- Faculty meetings called by the principal before or after school hours
- Group and in-service meetings called by the superintendent, principals, program directors, supervisors, or consultants
- Open house meetings
- Parent/Community meetings

Paraprofessional and Auxiliary Employees

Support employees are employed at-will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. All non-exempt employees are authorized 40 hours per week. Duty hours for staff members will be eight hours daily. This does not include lunch period. However, the lunch period will be a minimum of 30 minutes.

The following is a schedule of duty hours for paraprofessional and auxiliary personnel:

- 6:30 a.m. to 11 p.m. for support services personnel (8 hours of duty during this time period)
- Bus drivers on duty as assigned by Transportation Supervisor
- Cafeteria - 8 hours daily will be assigned per campus need
- Office secretaries and clerks - 8 hours daily (includes a 30-minute lunch) based on campus need
- Paraprofessionals - 8 hours daily based on campus need

Schedules may be adjusted on a needs basis by building administrators but must equal 40 hours per week, 8 hours per day.

Breaks for Expression of Breast Milk

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided. A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Martha Carrasco, Chief Resources Officer, 915-877-7423.

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 contact Martha Carrasco, Chief Resources Officer, 915-877-7423 to begin the interactive process.

Notification to Parents Regarding Teacher Qualifications

Policies DK, DBA

In schools receiving Title I funds, the district is required by Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to an uncertified substitute, inappropriately certified teacher, or an uncertified teacher. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit, including substitutes. 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 Division (915) 877-7423.

Outside Employment and Tutoring

Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Performance Evaluations

Policy DN, DPB series

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

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 requited by Texas Occupations Code 301, 303, DP(Legal).

Administrators and other Non-Teaching Professional Personnel

The district's evaluation program for administrators and non-teaching professional personnel shall be administered in accordance with the following provisions:

- Appraiser shall be trained in the use of the appraisal instrument
- Employees shall be informed of the criteria on which evaluation shall be based
- Appraisal of administrators and other non-teaching professional employees shall be based on cumulative performance data gathered by supervisors throughout the year. Employees shall have at least one appraisal conference annually, and may have as many as the supervisor deems necessary
- Reports, correspondence, and memoranda may be placed in each employee's personnel file as necessary to document performance
- Evaluations shall be completed prior to the recommendation for renewal and made on a form adopted by the board.
- A copy of the evaluation shall be given to the employee

Teacher Evaluations

Policy DNA

Canutillo ISD Board of Trustees has adopted the commissioner's recommended Texas-Teacher Evaluation Support System. Please refer to (Policy DNA) to provide guidance on the process and procedures utilizing TTESS, in addition, the district will continue to include the commissioner's recommended Student Learning Objectives (SLO's) as part of the evaluation plan.

Non-Contractual Personnel Evaluations

Non-contractual employees will be evaluated at least annually. If the evaluation of a non-contract employee is unsatisfactory, he/she may be referred to the superintendent for further action.

Evaluation by Physical Examination

When an employee's physical condition interferes with the performance of his/her duties, the district may require a physical exam and designate a physician to perform the exam. In such case, the district shall pay the cost of the exam. If the examination reveals a physical detriment to performance of duties, the board may place the employee on medical leave of absence. (See DBB (Local))

Evaluation of Employees with Communicable Diseases

Employees with communicable diseases whether acute or chronic including, but not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection) and AIDS, leprosy and tuberculosis shall be subject to the provisions in DBB of the Board Policy Manual.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Canutillo ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision- making process are available in each campus office or from the office of the superintendent.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, geared to achieving campus performance objectives addressed in the campus improvement plan, and approved by a campus-level advisory committee.

Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law and FLSA statutes. Professional employees and academic administrators are generally classified as exempt and are paid semi-monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. Employees may access updated general salary information and work schedules online before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's stipend and pay schedule.

Employees should contact the Human Resources Division for more information about the district's pay schedules or their own specific salary or case.

Paychecks

All employees are paid according to the appropriate salary schedule in force. Checks are issued on the 15th of the month and the last working day of the month. Salaries for all personnel are paid in twenty-four (24) semi-monthly payments. Effective September 1, 2010, the district moved from paper check distribution to a paperless system in which check stubs are viewed online through the Employee Service Center. The methods of payment are made through Direct Deposit. Employees are encouraged to sign up for direct deposit with their own banking institution. Contact the Payroll Department at (915) 877-7431 for additional information.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. The schedule of pay dates for the 2026-2027 school year is included at the beginning of this handbook.

PLEASE NOTE: All leave is reflected in hours instead of days.

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. Employees may sign up for direct deposit in the Financial Services Department and should allow one month for the process to be completed. It is the employee's responsibility to inform the payroll department of any additions, cancellations, or changes in bank accounts for direct deposit. If a direct deposit account is closed or changed, the Payroll Department needs to be notified immediately. In addition, there must be a Direct Deposit Form filled out for each and every change. A $10 fee will be applied if the Payroll Department is not notified of a closed or changed account for direct deposit. These changes must be submitted in writing.

Payroll Deductions

Policy CFEA

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or 3121 FICA Alternative employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired in this district after March 31, 1986)

- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

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

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

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

An agreement between an employee and the district must be in place in order to deduct any overpayment.

Overtime Compensation
Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins on Sunday and ends on Saturday.

Nonexempt employees that are paid on a salary basis are paid for the hours set by the normal work schedule. Hours worked beyond the normal schedule up to 40 hours will be paid at a regular rate of pay.

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

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

School districts are permitted to give non-exempt employees compensatory time off in lieu of immediate overtime cash, at a rate not less than one and one-half hours for each hour of time worked over the 40-hour week. Leave will be adjusted as to not go over scheduled time. Compensatory time and a half must be agreed upon by the employer and employee before performance of work. The regular practice of granting compensatory time off and/or overtime compensation at the option of the employer was placed in effect in the district on April 15, 1986. This agreement was upheld by board action.

Approval of compensatory time will be held to a minimum, i.e., for justifiable emergencies only. If the employee requests compensatory time off, he/she shall be permitted to use accrued compensatory time within a reasonable period after it is requested, if to do so would not unduly disrupt the operation of the district.

Maximum compensatory time may be accrued by any affected employee up to 40 hours. An employee who accrued the maximum number of compensatory hours shall be paid overtime compensation in cash for additional overtime hours of work.

Leave and Leave Paths

Effective February 1, 2018, Canutillo ISD employees must ensure use of proper absence reason and appropriate leave paths when reporting absences in TEAMS. Please be mindful that each absence reason has a corresponding leave path as defined on the following flowchart. It is your responsibility as a Canutillo ISD employee, to ensure the availability of leave when entering an absence. Disregarding leave balances may cause dock in pay, should there be insufficient time available in the leave bank selected.

NOTE:

"Leave Reasons WITHOUT Leave Paths", delineate leave reasons that are system defaulted.
"Leave Reasons WITH Leave Paths", delineate leave reasons that you may elect what leave to consume first.

Leave Paths:

Leave Paths WITHOUT Leave Paths

Compensatory Leave	Will deduct Compensatory Leave only
Court Order Duty Related	Will NOT deduct leave
Duty Related / Not Staff Development	Will NOT deduct leave
Exchange Day	Will NOT deduct leave
Jury Duty	Will NOT deduct leave
Staff Development	Will NOT deduct leave
Vacation	Will deduct Vacation Leave only

Leave Paths WITH Leave Paths

Death in Immediate Family	You may elect Default (Local Leave) or State Leave
Dr., Appointment (Self / Family)	You may elect Default (Local Leave) or State Leave
Family Emergency	You may elect Default (Local Leave) or State Leave
Personal Business	You may elect Default (Local Leave) or State Leave
Sick Leave – Self / Family	You may elect Default (Local Leave) or State Leave

Please note that it is your responsibility to check that you have leave available as you do your selection; leave time that exceeds leave balance will cause a dock in pay.

*Selecting Default will deduct Local Leave, and if completely consumed, will deduct from State Leave.
*Selecting State Leave will deduct State Leave, and if completely consumed, will deduct from Local Leave.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is offered to all part-time (bus drivers and bus monitors working 20 hours or more) and full-time employees and their dependents. Benefits for temporary, part- time (working 19 hours or less per week) and substitute employees are offered based on eligibility. The district's contribution to employee insurance premiums is determined by the Board of Trustees. Detailed descriptions of health benefit premiums, plan options and eligibility requirements are provided to all employees upon initial enrollment and upon written request. Employees may access benefit information 24/7 at www.canutillo-isd.org, click on Human Resources under the Departments tab, then Employee Benefits.

The group health benefits plan year is from January 1 through December 31. New employees must meet a 30-day waiting period in addition to a complete online-enrollment process and provide documentation within the first 30 days of employment. Otherwise, they must wait until the next open enrollment period, which is during the following plan year. All benefit eligible employees can make changes to their health benefits during the open enrollment period for an effective date of January 1, or due to a life qualifying event as specified in the Summary Plan Documents. Employees should contact the Human Resources Division at (915) 877-7423, or by email at employeebenefits@canutillo-isd.org for additional information. The District offers a Flexible Spending Account Program for eligible out-of-pocket medical and or dependent care expenses. New employees must accept or waive this benefit during their initial enrollment period. All employees must elect or waive this benefit during the annual enrollment period for each new plan year. Online enrollment is required annually to specify the annual pledge amount.

For an employee who works less than a 12-month contract, termination will be handled in accordance with House Bill 973.

All other employee's coverage will continue through the end of the month of the last day physically at work.

Qualified Event

Employees enrolling a spouse, or dependent child(ren) in a Plan must provide copies of appropriate documentation within 30 days of the event to show eligibility and valid social security number per dependent. Failure to provide these documents will constitute a waiver of coverage and the employee will not be able to add them until the next scheduled annual enrollment or qualified life event. Furthermore, a benefit will be removed without notice and without a refund for the time covered if proper documentation is not provided by the date specified.

Supplemental Insurance Benefits

Policy CRD

At their own expense, eligible employees may enroll in supplemental insurance programs for dental, vision, critical illness, life, group accident insurance etc. As a courtesy to our employee's premiums for these programs will be paid by payroll deduction. Employees should contact the Employee Benefits/Records Clerk or Benefits Manager by email at employeebenefits@canutillo-isd.org for additional information. Premiums begin the first month of coverage and end the last month of coverage. All benefit premiums are due at the end of the month in which benefits are consumed.

Cafeteria Plan Benefits (Section 125)

Employees are eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

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

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district provides workers' compensation coverage through a Third-Party Administrator Provider. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case on the job injury. All work-related accidents or injuries must be reported immediately (within 24 hours) to the district's Director of HR & Risk Management. The information must be filed to the Human Resources Division by fax to (915) 877-7525, campus Nurses are able to assist in filing this and screening the employee initially. Employees who are unable to work because of a work- related injury will be notified of their rights and responsibilities under the Texas Labor Code. See Workers' Compensation Benefits. Unless cleared to return to work by the Director of HR & Risk Management, employees may not return to work.

Canutillo ISD will seek to prosecute any fraudulent workers' compensation claims to the full extent of the law. The district will pay a $100 reward for any tip leading to the prosecution of an employee filing a fraudulent workers' compensation claim.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Assistant Director of Human Resources at (915) 877-7428.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitute teachers not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Human Resources Division 90 days before the last day of employment. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us).

Below you can find the link to the TRS Benefits Handbook
https://www.trs.texas.gov/TRS%20Documents/benefits_handbook.pdf

Continued Coverage after Termination

On April 7, 1986, a new federal law was enacted (Public Law 99-272, Title X) requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "COBRA, continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform the employees, in a summary fashion, of their rights and obligations under the continuation coverage of the law.

A district employee covered by the District's Group Health Insurance Plan has a right to choose this continuation coverage if he/she loses group health coverage because of a reduction in hours of employment or the termination of employment (for reasons other than gross misconduct).

A spouse of a district employee covered by the District's Group Health Insurance Plan, has the right to choose

continuation coverage for him/herself if he/she loses group health coverage under the District's Group Health Insurance Plan for any of the following four reasons:

- The death of a spouse
- Termination of spouse's employment (for reasons other than gross misconduct) or reduction in spouse's hours of employment
- Divorce or legal separation from spouse
- Spouse becomes eligible for Medicare

In cases of a dependent child of an employee covered by the District's Group Health Insurance Plan, he/she has the right to continuation coverage if group health coverage under the District's Group Health Insurance Plan is lost for any of the following five reasons:

- The death of a parent
- The termination of a parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with the district
- Parent's divorce or legal separation
- A parent becomes eligible for Medicare
- The dependent ceases to be a "dependent child" under the District's Group Health Insurance Plan

Under the law, the employee or family member has the responsibility to inform the district of a divorce, legal separation, or child losing dependent status under the District's Group Health Insurance Plan.

When the district is notified that one of these events has happened, the district will in turn notify the employee or family member that he/she has the right to choose continuation coverage. Under the law, the employee or family member has at least 60 days from the date he/she would lose coverage because of one of the events described above to inform the district that he/she wants continuation coverage.

If the employee or family member does not choose continuation coverage, his/her group health insurance coverage will end.

If the employee or family member chooses continuation coverage, the district is required to give the coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that the employee or family member be afforded the opportunity to maintain continuation for 18 months, or 36 months if a second qualifying event occurs. However, the law also provides that the continuation coverage may be cut short for any of the following reasons:

- The district no longer provides group health coverage to any of its employees
- The premium for the continuation coverage is not paid
- The individual covered becomes an employee covered under another group health plan
- The individual covered becomes eligible for Medicare
- The individual covered was divorced from a covered employee and subsequently remarries and is covered under another group health plan

The employee or family member does not have to show that he/she is insurable to choose continuation coverage. However, under the law, the employee or family member must pay the entire premium for the continuation coverage at a rate of 102 percent (%). The law also states that, at the end of the 18 month or three (3) year continuation coverage period, the employee or family member must be allowed to enroll in an individual conversion health plan if otherwise provided under the District's Group Health Insurance Plan. This law applies to the District's Group Health Insurance Plan. If you have any questions about this continued coverage, contact the District's Benefits Manager, at 877-7408.

Tax Deferred Compensation

The District offers a variety of supplemental retirement savings accounts to help employees save for their retirement future. Currently, TRS eligible employees may choose to participate in a 403(b) Tax Sheltered Annuity Program and or a 457-Tax Deferred Compensation Plan. Both allow the employee to establish a supplemental retirement savings account on a tax deferred basis. For more information on these benefit plans

please visit www.canutillo-isd.org, click on Human Resources under the Department tab, then on Retirement Plans under 2022-2023 Benefits Information.

457 (b) Deferred Compensation Plan

Employees not eligible to participate in the Teacher Retirement System must participate in the 457 (b) Deferred Compensation Plan. The contribution rate is 7.5 percent of their annual salary. Employee contributions are tax-sheltered and are deducted from gross income before tax rates are applied. Participants may request a distribution upon meeting one of the following requirements:

- Termination of employment for one full year
- No contributions to the plan for 24 months
- Attainment of age 70 ½
- Death – Upon death, a distribution may be issued to the beneficiary or beneficiaries on file. If no beneficiary is designated on the account, the distribution will be made payable to the employee's estate

Authorized Overtime

All overtime must be authorized by the immediate supervisor and submitted to the superintendent or designee for approval at least one week prior to its need. The only exception to this rule will be valid and justifiable emergencies documented by the person requesting the overtime authorization. No overtime will be approved for lunchtime work.

FLSA Time Accountability Procedures

Since FLSA requires precise accounting procedures for hours employed, non-exempt employees will adhere to the following procedures:

Time Clock Use

Timecards and/or sheets will be maintained for all non-exempt employees including secretaries, clerks, teacher's aides, cafeteria personnel, transportation, maintenance, custodial staff, security guards, and substitute teachers. These employees will use time clocks for FLSA accountability.

Non-exempt employees will clock in and out upon arrival and departure from work (this includes the Remote Time Stamp feature in TEAMS, as needed).

- departing or and returning during the day on personal business if authorized by immediate supervisor,
- on lunch departure and arrival (minimum 30 minutes).
- All employees are required to have a lunch period and may not work on their lunch time; All non- exempt, hourly employees are required to leave punctually at the end of the workday unless overtime has been specifically requested and approved by the supervisor.
- Employees may not clock in and out for other employees. To do so is considered fraud and grounds for termination.

Federal Withholding Tax

District employees are subject to the Federal Withholding Tax. An employee must sign a withholding tax W-4 form at the beginning of his employment so that the proper deductions may be made by the Financial Services Department. Upon an employee's status change, he or she should file a new W-4 in the Employee Service Center prior to the next payroll cycle, so that the new deduction will take effect before the payroll run.

Leaves and Absences

Policies CRD, DBB, DEC, DECA, DECB, DED, DG

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Employee Benefits/Records Clerk or Benefits Manager in the Human Resources Division for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.
Employees who take a Chief Human Resources, approved unpaid leave of absence, may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the district as they were when they were working. Otherwise, the district does not make benefit contributions for employees who are on unpaid leave.

It is the responsibility of the Employees to follow district, department, and campus procedures to report or request any leave of absence and complete the appropriate form or certification.
Employees who are absent more than three (3) days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and, in the case of personal illness, the employee's fitness to return to work.

Use of Leave

Senate Bill 522 prohibits districts from placing restrictions on an employee's use of personal leave by prescribing the order in which the employee must use state personal leave and any additional personal leave provided by the district. The bill also provides that an employee who retains leave from the former system (earned prior to 1995) may use that sick leave or any accumulated personal leave in any order if the use is appropriate for the leave.

Exempt employees leave may be used in half-day increments. However, if an employee is taking intermittent family and medical leave, leave shall be recorded in one-hour increments. Nonexempt employees must use

earned comp time before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local
- State sick leave accumulated before 1995-96
- State personal leave

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee’s pay.

Medical Certification Leave

Any employee who is absent more than three (3) consecutive days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and – in the case of personal illness - the employee’s fitness to return to work. The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

State Personal Leave

State law entitles all employees to 10 days of paid personal leave annually. Personal leave is available for use at the beginning of each semester. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: non-discretionary and discretionary.

Leave Proration

If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro-rate entitlement for the school year.

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave may be used for the following reasons only:

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

Local Personal Leave

All employees, other than those hired as substitute or temporary, shall earn additional workdays of local personal leave per school year, concurrently with state leave, according to the following:

- Employees in positions normally requiring 10 months of service (180-197) shall earn five equivalent workdays.
- Employees in positions normally requiring 11 months of service (198-215) shall earn six equivalent workdays.
- Employees in positions requiring 12 months of service (216 or more) shall earn seven equivalent workdays.

- All employees may accumulate (without limit) local personal leave from year to year.
- Interruption in employment for other than board approved reasons will result in loss of accumulated local personal leave.
- Upon leaving, other than retirees who meet the qualifications, district employees forfeit all accumulated local leave and transfer only state leave.

Days Worked at 100% of the day			State Personal leave days earned	Local leave days earned
0	to	17	**0.0**	**0.0**
18	to	35	**0.5**	**0.5**
36	to	53	**1.0**	**1.0**
54	to	71	**1.5**	**1.5**
72	to	89	**2.0**	**2.0**
90	to	107	**2.5**	**2.5**
108	to	125	**3.0**	**3.0**
126	to	143	**3.5**	**3.5**
144	to	161	**4.0**	**4.0**
162	to	179	**4.5**	**4.5**
180	to	197	**5.0**	**5.0**
198	to	215	**5.0**	**6.0**
216	+		**5.0**	**7.0**

Reimbursement of Leave upon

Separation Policy DEC

The following leave provisions shall apply to local leave earned beginning on the effective date of this program. An employee who retires from the district shall be eligible for reimbursement of local leave under the following conditions:

- The employee's retirement is voluntary, i.e., the employee is not being discharged or non-renewed.
  - The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 90 business days before the last day of employment. Non-contract employees must provide written notice at least two weeks before the last day of employment.
- The employee has at least ten years of service with the district.
  - The employee shall be reimbursed for each day of local leave, to a maximum of 30 days, at 50 percent of the employee's rate. If the employee is reemployed with the district, days for which the employee received payment shall not be available to that employee.
  - The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.
  - Accumulated state leave is not eligible for payment upon separation from the district. It is transferable to other Texas school districts and generally transfers to education service centers. For this purpose, unused state leave will be reflected on the employee's service record.

Former Local Sick Leave

Local sick leave earned prior to July 1, 1999, can only be used as non-discretionary under local sick leave provisions.

State Personal/Local Sick Leave

Under Section 13.904, a state minimum personal leave program consisting of five days per year with no limit on

accumulation and no restrictions on transfer among districts shall be provided for district's regular employees, defined as personnel employed in positions listed in the Texas Public Education Plan. All regular employees, not including temporary or substitute teachers, shall be included irrespective of the source of funds from which the salaries are paid. To preserve the employee's leave entitlement while minimizing disruption to the instructional program, board requires that employees differentiate between uses of personal leave as:

Non-discretionary Leave

Is taken for personal or family illness, emergency, a death in the family, or active military service is considered non-discretionary leave. The use of accrued non-discretionary personal leave or of accumulated sick leave may not be withheld from an employee. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as state sick leave.

Discretionary Leave

Discretionary Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must first submit a request to his or her principal or supervisor at least three (3) days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. Use of discretionary leave shall be considered granted unless the principal or designee notifies the employee to the contrary within 48 hours of the requested absence.

Discretionary Leave Limitations

Discretionary use of personal leave shall not be allowed the day before or after Thanksgiving break; Christmas break; spring break; days scheduled for end-of-semester or end-of year exams; days scheduled for state-mandated assessments on the employee's campus; professional or staff development days; or the first or last day of instruction. These limitations shall apply to all District employees except those on a 224-day, 238-day, or 258-day work schedule. Discretionary use of state and/or personal business leave shall not exceed ten workdays maximum in a school year.

Discretionary personal leave may not be taken for more than three consecutive days except in extenuating circumstances as determined by the former State Sick Leave provisions.

Sick Leave

District employees retain any sick leave accumulated as state minimum sick leave under former Section 13.904 (a) of the Education Code. Former Section 13.904 (c) Education Code continues to govern the use of that state sick leave. State sick leave shall be used only for the following:

- Illness of the employee
- Illness of a member of employee's immediate family
- Family emergency
- The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family
- Death in the employee's immediate family
- Active military duty or other leave covered under FMLA

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

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or another individual who stands in loco parentis 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 is found in Policy DECA (LEGAL).

While state sick leave is no longer earned, past years' accumulation is retained and continues to be transferable from district to district but may not be used for personal business nor for any reasons other than those allowed by the old sick leave statute.

Approved leave for death in the immediate family shall be limited to not more than five workdays for each occurrence, subject to the supervisor's approval. The term "family emergency" shall be limited to natural disasters and life-threatening situations involving the covered employee or a member of the employee's immediate family.

Crediting and Deducting Sick Leave

Personal leave will be credited to an employee's leave at the beginning of each school year. When an employee is absent from duty for authorized reasons the employee shall receive full salary and his/her accumulated personal and sick leave will be reduced by the number of days absent.

When an employee is absent from duty and has no accumulated personal leave, the employee will lose full salary for each day not on duty within the pay period in which the absence occurs. The District does not participate in doc spreads to spread out the loss of salary over several pay periods.

The salary for a professional for one day will be computed by dividing the employee's annual salary by the number of contract days.

Catastrophic Sick Leave Bank

Regulation DEC

The District has established a catastrophic sick leave bank that eligible employees may join through contribution of 16 hours of local leave each school year that they choose to be part of the bank. Leave contributed to the bank shall be solely for the use of the participating employees. An employee who is a member of the bank may request leave from the bank if the employee experiences an illness or injury that has prevented him/her from working, and the employee has exhausted all paid leave.

Family and Medical Leave Act (FMLA)—General Provisions

The following text is from the federal notice, *Your Employee Rights Under the Family and Medical Leave Act*.

. Specific information that the district has adopted to implement the FMLA follows this general notice.

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 with you,
- Your 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, and
- 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 pol-icy 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 be-fore your leave, and
- 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, or
  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, or
- 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 un-der 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 com-plaint 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

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An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months.
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.
- Full-time teachers in an elementary or secondary school system, or institution of higher education, or other educational establishment or institution are deemed to meet the 1,250-hour test.

Military Family Leave Entitlements

An eligible employee whose spouse, son, daughter, or parent is on covered active duty or called to covered active-duty status may use his or her 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".

Definition of Serious Health Condition

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

Employee Responsibilities

Requesting Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the

employer's usual procedures. Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. Your employer must give you at least 15 calendar days to return this form.

Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured forward from the date an individual employee's first FMLA begins. A "rolling" 12-month period measured backward from the date an employee uses any FMLA leave is utilized as the method to calculate the remaining available leave balance. Therefore, when calculating an employee's available FMLA leave, the employee's remaining available balance is 12-weeks minus whatever portion of FMLA the employee used during the 12-months preceding that day.

Use of Paid Leave

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

Combined Leave for Spouses

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

Intermittent Leave

When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty

An employee that takes FMLA due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FMLA designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement

An employee returning to work at the end of FMLA will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.
In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue family and medical leave until the end of the semester. The additional time off is not counted against the employee's FMLA entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according the procedures outlined in policy (see DECA (LEGAL)).

Failure to Return

If, at the expiration of FMLA, the employee can return to work but chooses not to do so, the district may require

the employee to reimburse the district's share of insurance premiums paid during any portion of FMLA when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact

Employees that require Family Medical Leave or have questions should contact the Employee Benefits Manager within the Canutillo ISD Human Resources Division for details on eligibility, requirements, and limitations. Alternatively, employees, may access information online at www.canutillo-isd.org, by clicking on Departments > Human Resources > Employee Benefits.

Temporary Disability Leave

Certified Employees

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

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. Temporary Disability Leave runs concurrently with FMLA. If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Human Resources Division should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

Assault Leave

Assault leave provides income and benefits protection to an employee injured as the result of a physical

assault suffered during the performance of his/her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability. See Workers' Comp.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits.

Upon investigation, the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued leave is not available.
An incident involving an assault is a work-related injury and should be immediately reported to the Assistant Human Resources Director at (915) 877-7428.

Bereavement (Funeral) Leave

Policy DEC (Local)

Employees may request to use accrued state, local sick leave, flex time, if applicable for absence due to the death of an immediate family member. If no accrued leave is available, the employee may request up to five unpaid workdays for the death of an immediate family member.

Jury Duty

Policies DEC, DG

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

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

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

Truancy Court Appearances

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of

absence.

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training or duty orders by proper authority. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Continuation of Health Insurance

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

Military Caregiver Leave

The 2008 NDAA permitted an employee who is a spouse, son, daughter, parent, or next of kin of a member of the Armed Forces, including a member of the National Guard or Reserves (current service member), to take up to 26 workweeks of military caregiver leave to care for that current service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty. This provision became effective on January 28, 2008.

The 2010 NDAA amended military caregiver leave by expanding the definition of a serious injury or illness of a current service member to include serious injuries or illnesses that existed prior to service and that were aggravated by service in the line of duty on active duty. This provision became effective on October 28, 2009.

Military caregiver leave was also extended to eligible employees whose family members are recent veterans with serious injuries or illnesses incurred or aggravated in the line of duty on active duty, and that manifested before or after the veteran left active duty. This provision became effective with the 2013 FMLA regulations on March 8, 2013.

Qualifying Exigency Leave

The 2008 NDAA allowed an employee to take qualifying exigency leave for reasons arising out of the fact that the employee's spouse, son, daughter, or parent was on active duty, or had been notified of an impending call or order to active duty, in support of a contingency operation. Under the terms of the 2008 NDAA, qualifying exigency leave was available only to a family member of a military member in the National Guard or Reserves and did not extend to family members of military members in the Regular Armed Forces. This provision became effective on January 16, 2009.

The 2010 NDAA expanded qualifying exigency leave to include eligible employees with a spouse, parent, son, or daughter serving in the Regular Armed Forces. Additionally, the military member must now be deployed to a foreign country for an eligible employee to take FMLA leave. This provision became effective on October 28, 2009.

The FMLA now provides: military caregiver leave, which helps families of covered service members (current service members and certain veterans) with a serious injury or illness by providing up to 26 workweeks of FMLA job-protected leave in a single 12-month period to certain eligible family members to care for the covered service member; and qualifying exigency leave, which helps families of military members in the Regular Armed Forces, as well as the National Guard and Reserves, manage their affairs when the military member is going to be or has been deployed to a foreign country by providing up to 12 workweeks of FMLA job-protected leave in the applicable 12-month leave period to certain eligible family members.
An employer may require an employee to submit certification supporting a request for qualifying exigency or military caregiver leave.

Reemployment after Military Leave

Employees who leave the district to enter the United States uniformed services or who are ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the District will be reemployed in the same position they previously held or reassigned to a position of similar seniority, status, and pay, provided they are qualified to perform required duties of the position. Employees returning to work following military leave should contact the Human Resources Division. In most cases, the length of military service cannot exceed five years for most employees unless they fall under the nine categories of service outlined in USERRA, and the employee must submit an application to his or her employer not later than 90 days after completion of the service.

Reporting Absences

Policy DEC (Local)

Proper time and attendance accounting is a critical part of an individual's employment obligation. If an employee fails to report a sick day, flex day, or another type of leave, it is a violation of the Employee Standards of Conduct; and, if substantiated, could result in loss of employment.

Absences are reported whether or not a substitute is required. Notify the District's Absence Tracking System, TEAMS, for in-services and any other absence from the district. In addition, employees must secure approval from their immediate supervisor for any type of absence.

Teachers' preparation period is district time, and time for which they are paid to be available to meet with parents and to plan for students. Teachers cannot come in late, leave early, or take an extra-long lunch period if the prep period coincides with these times. Misuse of district time in this way could jeopardize a teacher's contract status. For teachers or aides who require substitutes, absences for a duty-related absence should be reported as soon as it has been approved. For a sick day, notify the system and supervisor by 6:00 a.m. **(Note: Teachers needing a substitute for a staff development/training absence are required to report the absence at least three (3) days before the actual absence will occur in order to be able to attend the staff development.)** Hourly staff must account for all time by punching in and out on the time clock. Hourly staff will report absences to the district absence tracking system and notify immediate supervisor. Staff members cannot punch in or out for another person; to do so is grounds for dismissal.

Coaching staff must have approval from the campus principal to accompany a sports event before requesting a substitute. Central Office will maintain a log of absences not reported to the District's Absence Tracking System, and supervisors will be notified to take disciplinary action.

District Absence Tracking System

All employees must report absences from the district using the Employee Service Center site online; This includes all categories of absences. If the position requires a substitute, the system will serve as a substitute finder system.

The system <u>will not</u> allow modifications to be done for the current day absences. After the transfer of daily information, changes are not allowed by the system. Failure to report absences may result in a pay dock for each day. The Human Resources Division will maintain a log and may take the following disciplinary action if procedure is not adhered to:

- First time failure to notify the TEAMS absence system will result in retraining in
- TEAMS procedures.
- Second time failure to notify the TEAMS absence system will result in a written memorandum from the employee's supervisor.
- The third failure to notify the TEAMS absence system will result in a reprimand.

When a teacher is unable to return to work after an absence, he/she must notify the supervisor and report absence in TEAMS by 3:00 p.m. on the day of absence. Failure to notify of return to duty will result in assigned substitute being retained and loss of a day's leave of absence or a day's salary, whichever may apply. Be

advised that reporting absences to the computer system does not relieve the employee from seeking pre-approval from his/her supervisor for anticipated absences.

TEAMS will maintain a priority list of substitutes for each campus. The principal can query the system for status of his/her employees at any time of the day. TEAMS will call substitutes from 6:00 a.m. to 8:00 a.m. for current day's jobs and from 6:00 p.m. to 10:00 p.m. for future jobs.

TEAMS absence system operates 24 hours a day and an employee may access the system at any time. The HELP DESK (Substitute Coordinator (915) 877-7416, will be available from 7:30 a.m. to 4:00 p.m. during normal work days.

Employee Service Center
Employee Absence Dates
Use the Employee Absence Dates function to report an absence and add or maintain an employee's favored substitutes.

How to Report an Absence:

1. Click the My Absence Reporting link in the Information navigation bar. The Employee absence tab is displayed in a new window
2. Click the Work Day link. The details tab is displayed
3. The Start of Absence field displays the date you clicked in the Employee Absence tab, but you can enter another date, or click the icon to select one from the calendar if necessary. If you are going to be absent for more than one day, enter the last day you will be absent in the End of Absence field, or click the icon to elect one from the calendar.
    a. Note: *When entering an absence for multiple dates, the Hours, From, To, and Lunch fields will be removed from the tab. The employee's absence time card and the From, To, and Lunch times will be populated based on* the employee's schedule for those dates.
4. Select a Reason from the drop-down list
    a. Note: *If you are going to be absent for more than one day, skip to* step 8.
5. In the Hours field, enter the number of hours in your workday.
6. In the Substitute Required field, indicate whether a substitute is required to fill in for you when you are absent. If you select No, skip to step 14.
7. In the Have you pre-arranged this substitute? field, indicate whether you want to notify a particular substitute that you will be absent. If you select No, skip to step 14.
8. To select a particular substitute to be notified before other substitutes about the opening, enter information into one of the following fields:
        i. My Favorites: Select a substitute from the drop-down list.
        ii. Substitute ID: Enter the substitute's name and identification number, or click the icon to select one from the Employee Search tab.
9. Under the Absence Details panel, in the End of Absence field, enter the date on which you will return.
10. In the Reason field, select a reason you will be absent from the drop-down list.
11. In the From field, enter the time on which you will begin your time off.
12. In the 'To' field, enter the time on which you will end your time off.

Employee Relations and Communications

Mandatory Trainings

The Human Resources Division will disseminate instructions on an annual basis for all employees to go through the Mandatory Trainings using the SafeSchools module. Failure to do so will result in disciplinary action, up to and including termination. If you have any questions regarding the Mandatory Trainings, please contact the Human Resources Division at (915) 877-7423.

Employee Recognition and Appreciation

The Canutillo Independent School District knows that extraordinary work is being performed by employees at all its campuses and facilities. The Public Information Office is charged with managing the dissemination of any merit, recognition, award, or honor bestowed upon District employees or the children they are charged with overseeing. Employees should notify their Supervisor about important honors and award in a timely manner in order to facilitate the recognition of their work. Supervisors are charged with notifying the Public Information Office in a timely manner about these honors. Efforts to recognize excellence is made with the help of publications, public meetings, social networking, and media coverage.

District Communications

The Public Information Office manages a portfolio of publications and information avenues aimed at informing the public and the media of the news and notices coming out of Canutillo ISD schools. These publications offer students, employees, and the community a chance to review and share stories, photographs, video, and other media in regard to their work in the District.

Employees are asked to communicate with their supervisors and/or the Public Information Office whenever a special event, awards or any other item of interest occurs or is scheduled. The information should be shared with the Public Information Office in a timely manner to guarantee proper dissemination. The information may be shared with the public via electronic or printed media, as well as one of the following District-controlled publications and websites: Envisions (District newsletter), Canutillo ISD Board Notes (recap of School Board meeting decisions and actions), the Canutillo ISD website, Facebook, YouTube and Twitter. The Public Information Office is also charged with publishing the TAPR report and other documents.

Complaints and Grievances

Policy DGBA

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. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time. The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

The Formal Process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

Informal Process

The board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest administrative level.

Employees shall not be prohibited from communicating with a member of the board regarding district operations except when communication between an employee and a board member would be inappropriate because of a pending hearing or appeal related to the employee.

Formal Process

If an informal conference regarding a complaint fails to reach the outcome requested by the employee; he or she may initiate the formal process described below by timely filing a written complaint form. Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or board policy, nor to require a full evidentiary hearing or "mini- trial" at any level.

Notice to Employee

The principal of each campus and other supervisory personnel shall inform employees of this policy.

Freedom from Retaliation

Neither the board nor any district employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

Whistleblower Complaints

Whistleblower complaints shall be filed within the time specified by law and may be made to the superintendent or designee beginning at Level Two. Timelines for the employee and the district set out in this policy may be shortened to allow the board to make a final decision within 60 days of the initiation of the complaint. [See DG]

Complaints Against Supervisors

Complaints alleging a violation of law by a supervisor may be made to the superintendent or designee. Complaints alleging a violation of law by the superintendent may be made directly to the board or designee.

Definitions of Complaints

In this policy, the term "complaint" and "grievance" shall have the same meaning. This policy shall apply to all employee complaints, except as provided below.

Exceptions

This policy shall not apply to:

- Complaints alleging discrimination, including violations of Title IX (gender), Title VII (gender, race, color, religion, national origin), ADEA (age), or Section 504 (disability). (See DIA)
- Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. (See DIA)
- Complaints concerning retaliation relating to discrimination and harassment. (See DIA)
- Complaints concerning instructional materials. (See EFA)
- Complaints concerning a commissioned peace officer who is an employee of the district. (See CKE)
- Complaints arising from the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code. (See DFBB)
- Complaints arising from 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. (See DFAA, DFBA, DFCA)

General Provision Filing: Complaint forms and appeal notices may be filed by hand-delivery, fax, e-mail or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax and e-mail filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the e-mail or fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Response

At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline. "Days" shall mean district business days unless otherwise noted. In calculating time lines under this policy, the day a document is filed is "day zero". The following business day is "day one".

Representative

"Representative" means any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.

The employee may designate a representative through written notice to the district at any level of this process. If the employee designates a representative with fewer than three days' notice to the district before a scheduled conference or hearing, the district may reschedule the conference or hearing to a later date, if desired, in order to include the district's counsel. The district may be represented by counsel at any level of the process.

Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the district may consolidate the complaints.

Untimely filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint Form / Grievance

Complaints under this policy shall be submitted in writing on a form provided by the district. (Go to www.canutillo-isd.org, Human Resources Division for forms.)

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

A complaint form that is incomplete in any material aspect may be dismissed but may be re- filed with all the requested information if the refiling is within the designated time for filing a complaint.

Level One

Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other district employees shall file Level One complaints with their immediate supervisor. If the only administrator who has authority to remedy the alleged problem is the superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received; then immediately forward the complaint form to the appropriate administrator.

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

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

Level Two

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

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

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

The Level One record shall include:

- The original complaint form and any attachments.
- All other documents submitted by the employee at Level One.
- The written response issued at Level One and any attachments.
- All other documents relied upon by the Level One administrator in reaching the Level One decision.

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

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

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

Level Three

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

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

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

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

The Level Two record shall include:

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

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

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

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

administration provide an explanation for the decisions at the preceding levels.

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

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

Employee Conduct and Welfare

Standards of Conduct

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. 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 up to and including termination.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC by the superintendent. *See Reports to the Texas Education Agency section for additional information.*

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

Texas Educators' Code of Ethics

Statement of Purpose

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 realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Professional Standards

- *Professional Ethical Conduct, Practices, and Performance*

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 or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or 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 of professional qualifications.

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally knowingly or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of 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.

Standard 1.14. The educator shall comply with the prohibitions on diversity, equity, and inclusion duties in Texas Education Code (TEC), §11.005.

Standard 1.15. The educator shall comply with the prohibitions on assistance with social transitioning in TEC, §11.401.

Standard 1.16. The educator shall comply with the restrictions on instruction regarding sexual orientation and gender identity in TEC, §28.0043.

Standard 1.17. The educator shall comply with the requirements to provide full information to a parent concerning a student in TEC, §26.008.

Standard 1.18. The educator shall not promote, advocate, or encourage, in a manner that is reasonably accessible or visible to students, illegal conduct:

I. described by TEC, §22A.201(a); or

II. directly related to student behavior or school property.

- *Ethical Conduct toward Professional Colleagues*

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3 The educator shall adhere to written local school board 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 provides information for a disciplinary investigation or proceeding under this chapter.

- *Ethical Conduct toward Students*

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, 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. Factors that may be considered in context and on the totality of the circumstances in assessing whether appropriate boundaries were maintained include, but are not limited to:

I. physical proximity or physical contact beyond the professional role or that the student has indicated is unwelcome, unless such contact is professionally required;

II. contacting or meeting the student beyond the professional role or making efforts to gain access to or time alone with a student with no discernible professional purpose;

III. transporting the student without permission from the student's legal guardian or in violation of school board policy, unless for an emergency;

IV. taking or possessing a photo or video of the student beyond the professional role or in violation of school board policy; and

V. showing favoritism or isolation through gifts, rewards, or privileges.

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 context and on the totality of the circumstances in assessing whether the communication is inappropriate include, but are not limited to:

I. the nature, purpose, timing, and amount of the communication;

II. the subject matter of the communication;

III. whether the communication was made openly, or the educator attempted to conceal the communication;

IV. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

V. whether the communication was sexually explicit;

VI. 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; and

VII. whether the communication could be reasonably interpreted as threatening the welfare and/or safety of the student.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.
The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be located on our online policy manual.

Harassment of Students

Policies DF, DH, DHB, FFG, FFH, FFI

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

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. 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 has reasonable cause to believe that child abuse or neglect occurred child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be located on our online policy manual.
(Excerpt from Policy DF Legal)

"Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as soliciting a relationship characterized by an ardent emotional attachment or pattern of exclusivity. Acts that constitute the solicitation of a romantic relationship include behavior:, gestures, expressions, communications, or a pattern of communication with a student that is unrelated to the educator's job duties and that may reasonably be interpreted as encouraging the student to form an ardent or exclusive emotional attachment to the educator, including statements of love, affection, or attraction. When evaluating whether communications constitute the solicitation of a romantic relationship, the following may be considered:

- The nature of the communications;
- The timing of the communications;
- The extent of the communications;
- Whether the communications were made openly or secretly;
- The extent to which the educator attempted to conceal the communications;
- If the educator claims to be counseling a student, TEA staff may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate law enforcement agencies; and
- Any other communications tending to show that the educator solicited a romantic relationship with a student
- Making inappropriate comments about a student's body
- Making sexually demeaning comments to a student
- Making comments about a student's potential sexual performance
- Requesting details of a student's sexual history
- Requesting a date
- Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
- Inappropriate hugging, kissing, or excessive touching
- Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage
- Any other acts tending to show that the educator solicited a romantic relationship with the student, including providing the student with drugs or alcohol

(Excerpt from Policy FFH Local)

Sexual harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by the school.

Reporting Suspected Child Abuse

Policies DG, FGG, GRA

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 a 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 per-son 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.

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

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

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to 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 SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

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

Sexual Abuse and Maltreatment of Children
Policy FFG

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at www.canutillo-isd.org, policies, Administrative Regulations, FFG (Regulation). More information reg~~arding an employee's~~ responsibility for reporting child abuse and neglect can be found under policies, policies online, FFG (Local), FFG (Exhibit), FFG (Legal). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reports to Texas Education Agency

Policies DF, DHB, DHC

The conduct of an employee must be reported to TEA within 48 hours if there is evi-dence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful con-duct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a stu-dent 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 not later than the seventh business day after termination or resignation or notice from the principal:

- 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 re-ported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "Reported criminal history" means any for-mal 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 Finger-print-based Applicant Clearinghouse of Texas (FACT).

Reporting Crime

Policy DG

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

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

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

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

- Imposes no tangible cost to the district
- Does not unduly burden the district's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance
- 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

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures [CQ (LOCAL) and CQ (REGULATION)]. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action and/or legal action. Employees with questions about computer use and data management can contact the Director of Information Technology.

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.

- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, 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 medial or in texts without express written consent.

- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

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

See Electronic Communications between Employees, Students, and Parents, below, for regulations on employee communication with students through electronic media.

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited.

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

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

Definitions

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, 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. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.

- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, school psychologists, and athletic trainers.

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:

    - The employee shall include at least one of the student's parents or guardians and respective administrator as a recipient on each text message to the student so that the student and parent receive the same message.

- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 8:30 p.m. and 6:30 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
    - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
    - Copyright law [See Policy CY]
    - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]

- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or 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.

Public Information on Private Devices

Policy DH

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

- Verbal or written directive
- Remote access to district-owned devices and services

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH, DHB, DHC

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

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.

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

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

Misconduct or allegations of misconduct include:

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

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

Misconduct or allegations of misconduct include:

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

Alcohol and Drug-Abuse Prevention

Policies DH

Canutillo ISD is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use follows:

- Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:
- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
- Alcohol or any alcoholic beverage
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs
- An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance
- A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD GKA

State law prohibits smoking, using, or possessing e-cigarettes or tobacco products 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 simulates 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 a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or
other device, regardless of whether 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 are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

Fraud and Financial Impropriety

Policy CAA

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

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

**The list is not intended to be all-inclusive.*

Conflict of Interest

Policy CB, DBD

Employees are required to disclose to their supervisor any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

Gifts and Favors Policy DBD

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties unless authorized by the board of trustees. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbook, electronic textbooks, instructional materials or technological equipment may result in prosecution of a class B misdemeanor. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

School employees may participate in political affairs in the community, state, and nation, provided the participation takes place during off-duty hours and away from school campus.
No employee of the district may be employed by a political party as an election clerk or judge during his/her hours on duty. A teacher may run for an elective office provided he/she does not campaign on school time or school property.

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

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

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

Charitable Contributions

Policy DG

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Financial Services Department through TEAMS on a district purchase requisition (PR) with the appropriate approvals. The Financial Services Department will approve the purchase requisition, which will then become a purchase order (PO). No purchases, charges, or commitments to buy goods or services for the district can be made without a purchase order. 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 through the district's Financial Services Department. Contact the Purchasing Agent for additional information on purchasing procedures. All personnel will comply with all federal purchasing bids, quotes, and ordering procedures.

Travel Expense Reimbursement
Policy DEE

All employee travel must be pre-approved by the board through the budget process. All requests must be identified with estimated costs and presented with the campus or department budget. Please refer to the Canutillo ISD Administrative Regulations DEE-R outlining specific procedures for processing travel requests. All requests require supervisory approval and submission to the Financial Services Department. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts to be reimbursed for allowable expenses other than mileage. A Travel Request must be submitted for approval in the Travel Module at least 10 days prior to the date of the trip in order to be able to request the per diem to be advanced to the employee.
If you do not meet this deadline, the per diem will be REIMBURSED to the employee when you submit the EXPENSE REPORT and is approved.

Personnel Records
Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

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

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to the Human Resources Division. New or terminated employees have 14 days after hire or termination to login to Canutillo ISD's Employee Service Center and click on My Personal Information to update privacy flags. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

The Human Resources Division is responsible for the maintenance and security of all personnel records. Personnel records are the permanent property of the district and subject to the Texas Public Information Act. They are located in the district's administrative facility and contain the following:

- Certification or licensure and related correspondence
- Contract (professional personnel only)
- Evaluations
- Exit interview reports
- Oath of Office (signed)
- Official transcripts showing date and degrees conferred

- Other materials appropriate to employee's position or district requirements
- Record of assignment
- Requests for leave of absence
- Retirement forms
- Service record and supportive data
- Supplemental documentation relating to job performance

Name and Address Changes

It is imperative that employment records be kept up to date. Employees must notify TEA and the Human Resources Division if there are changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Also, a new social security card will be required for name changes. Forms to process a change in personal information can be obtained from the Human Resources Division. Employees may also submit a change of address through the Employee Service Center.

Access to Personnel Records

Information in personnel files except as otherwise provided by law is subject to the Texas Public Information Act. All information contained in the personnel file of an employee shall be made available to that employee or his/her designated representative on request by the employee with advance notice. Requests for access to personnel files from persons other than the employee must be authorized by the employee, except as otherwise provided by the Texas Public Information Act. Guidelines for Access:

- An employee shall have the right to review his/her personnel file upon request if the Human Resources officer or clerk is available to monitor the review. Otherwise, a mutually agreed upon appointment will be made to review the file.
- An employee shall be permitted to add information to their file with administrative approval.
- Addresses of employees, home phone numbers, social security numbers, whether employees have families and emergency contact information can be withheld from release to the general public if the designation is made within 14 days after hire or termination. Employees may login to Canutillo ISD's Employee Service Center and click on My Personal Information to update privacy flags.
- Request for employee records are subject to procedures outlined in Board Policy GBA (Local).

Facility Use

Policies DGA, GKD

All requests for use of district facilities or equipment shall be submitted to the Associate Superintendent. Requests for use by individuals, groups, or organizations to use facilities or equipment for financial profit, partisan political reasons, religious purposes, or serving the individual or group self-interest shall be approved by the board. All other requests shall be approved by the superintendent/designee.

An organization can submit a facilities request form (GKD Exhibit A) to the requested campus. Once the form is approved / denied by the campus principal it is then forwarded to the Associate Superintendent's office for final decision, cost estimate, and staff arrangements. The organization will be notified by the Associate Superintendent's office on decision.

Termination of Employment

Resignations
Policy DFE, DHB

Contract Employees: Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the **Human Resources Division**.

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

The principal is required to notify Human Resources of an educator's resignation ***within seven business days*** 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 a 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 will notify SBEC when an employee resigns and there is evidence that the employee has engaged in such misconduct.

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

The principal is required to notify the superintendent of a noncertified employee's resignation or termination ***within seven business days*** following:

- Alleged incident of misconduct of abuse of a student or was involved in a romantic relationship with or solicited or engaged in sexual conduct 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 will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Dismissal or Non-renewal of Contract Employees

Policies DF Series DHB

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 or HR 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 Reports to Texas Education Agency. The superintendent or designee 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 series policies that are provided to employees or are available online.

Dismissal of Non-Contract Employees

Policies DCD, DP

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (Grievance Process).

The principal is required to notify the superintendent of a noncertified employee's resignation or termination ***within seven business days*** following an alleged incident of misconduct of abuse of a student or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted 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.

Prohibition on Diversity, Equity, and Inclusion

Policies DF, DH

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.

Prohibited Classroom Instruction

Policies DF, DH

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.

Exit Interviews and Procedures

Policies DC and CY

Any employee who voluntarily terminates or is involuntarily terminated must adhere to District separation procedure. Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees must provide to the district a Notice of Intent to Separate, Employee Separation Checklist, and Employee Separation Survey.

Separating employees are asked to provide the district with a forwarding address, email address, and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Reports to Texas Education Agency
Policies DF, DHB, DHC

Certified Employees. The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

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

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Noncertified Employees. The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to 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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

Canutillo ISD does not discriminate on the basis of race, color, religion, national origin, gender, age, or disability in providing education services, activities, and programs, including technical education programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the district Title IX coordinator, Martha Carrasco, Executive Director for the Human Resource Division, (915) 877-7423, 7965 Artcraft Road, El Paso, Texas 79932. Questions or concerns about discrimination on the basis of a disability should be directed to Elvia Moreno, Special Education Director, (915) 877-7450. All other questions or concerns relating to discrimination based on any other reasons should be directed to the superintendent.

Student Records

Policy FL

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post- secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus for current students or the Technology department for archived student records for assistance. The student handbook provides parents and students with detailed information on student records. Current parents or students who want to review student records should be directed to the Associate Superintendent for assistance.

Parent and Student Complaints
Policy FNG
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.

Administering Medication to Students
Policy FFAC
Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen®), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements
Policies DH, FFAC
District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

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

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

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline
Policies in the FN series and FO series
Students are expected to follow the campus rules, classroom rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance

Policy FEB

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

Bullying

Policy FFI

All employees are required to report student complaints of bullying to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below: The district prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of district policy. Bullying may be reported to the campus behavior coordinator.

Definition

Bullying (as defined in Section 37.0832 of the Texas Education Code as 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:

- 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.

Bullying includes cyberbullying, cyberbullying is defined by Section 37.0832 of the Texas Education Code as 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.

The district is required to adopt policies and procedures regarding:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school- related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Examples

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

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the act. A failure to promptly report may impair the district's ability to investigate and address the prohibited conduct.

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal or other district employee. A report may be made orally, online, or in writing. Any district employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal or designee.

If a report is made orally, the campus principal or designee shall reduce the report to written form. The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, and if so proceed under that policy instead. The campus principal or designee shall conduct an appropriate investigation based on the allegations in the report. The campus principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate. Absent extenuating circumstances, the investigation should be completed within ten district business days from the date of the report; however, the campus principal or designee shall take additional time if necessary to complete a thorough investigation. The campus principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the superintendent or designee. If the results of an investigation indicate that bullying occurred, the district shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the District's Student Code of Conduct. (For information on student transfers due to bullying, see FDB.)

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

Retention of records regarding these matters shall be in accordance with CPC (LOCAL).

Hazing

Policy FNCC

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

Bullying Prevention (The Texas School Safety Center)

During the 85th Texas Legislature, SB 179 - "David’s Law" was passed and signed into law effective September 1, 2017. The newly enacted law relates to harassment, bullying and cyberbullying of a public school student, a charter school student or a minor and encouraging certain mental health programs for public school students; increasing a criminal penalty, and providing a civil remedy.

Emergency Assistance Information

In case of an emergency where immediate Police, Fire, or Medical assistance is needed:
DIAL 911

Any other emergency or assistance needed, dial:
877-7756

Safety and Security Office / CISD Police Dept.
Do not panic. Give your name, location, and phone number you are calling from.

Please provide the following emergency related information:

- What is the nature of the incident?
- Where is the emergency?
- Who is involved in the incident?
- When did it occur?
- How did it occur?
- What action has been taken?

  - Render first aid where needed.
  - Maintain calm and control of your students.

Emergency Responder Phone Numbers

Police (non-emergency) 832-4400
Sheriff's Office (Upper Valley) 886-2724
Fire 484-5600
Animal Control..... 311
Child Protective Services..... 1-800-252-5400
Poison Control Center 1-800-222-1222

CISD Assistance Phone Numbers

Superintendent's Office.....877-7444
Safety and Security 877-6650
Human Resources.....877-7423
Student Support Services 877-7650
Food Services..... 877-7452
Technology Services 877-7460
Transportation 877-7730
Public Information Office..... 877-7481
District Receptionist..... 877-7401

Notification of District emergencies may also be provided to employees, parents and the community using School Messenger.

Standard Response Protocol:

HOLD is followed by the Directive: **"In Your Room or Area"** and is the protocol used when hallways need to kept clear of occupants.

SECURE is followed by the Directive: **"Get Inside. Lock Outside Doors"** and is the protocol used to safeguard people within the building. Formerly, lockout.

LOCKDOWN is followed by **"Locks, Lights, Out of Sight"** and is the protocol used to secure individual rooms and keep occupants quiet and in place.

EVACUATE and may be followed by a location and is used to move people from one location to a different location in or out of the building.

SHELTER State the **Hazard** and **Safety Strategy** for group and self-protection.

Safety Starts with Me!