CROWLEY INDEPENDENT SCHOOL DISTRICT

2026-2027 EMPLOYEE HANDBOOK

If you have difficulty accessing the information in this document because of a disability, please email Karen Robertson at karen.robertson@crowley.k12.tx.us.

Table of Contents

Introduction 7

District Information 8

Description of the District 8

District Website 8

CISD Board's Vision 2030 Strategic Plan 8

Board of Trustees 10

Helpful Contacts 11

Administration 11

School Directory 12

School Calendar 13

Employment 14

Equal Employment Opportunity 14

Employment After Retirement 15

Contract and Noncontract Employment 15

Searches and Alcohol and Drug Testing 17

Reassignments and Transfers 18

Workload and Work Schedules 21

ADA Accommodations 22

Pregnant Workers Fairness Act 23

Virtual or Remote Workplace Environment 22

Notification to Parents Regarding Qualifications 23

Outside Employment and Tutoring 23

Performance Evaluation 24

Employee Involvement 28

Staff Development 28

Mental Health Training 30

Compensation and Benefits 30

Paychecks 31

Automatic Payroll Deposit 32

Payroll Deductions 32

Timekeeping 33

Overtime Compensation 33

Travel Expense Reimbursement 35

Health, Dental, and Life Insurance 36

Supplemental Insurance Benefits 36

Cafeteria Plan Benefits (Section 125) 36

Workers' Compensation Insurance 37

Unemployment Compensation Insurance 37

Teacher Retirement 37

Other Benefit Programs 38

Employee Child Development Center 38

Leaves and Absences 39

Excessive Absences 40

State and Local Leave 41

Local Leave 41

State Sick Leave 42

Sick Leave Bank 42

Vacation 43

Family and Medical Leave (FML), also known as FMLA – General Provisions 43

Local Procedures for Implementing Family and Medical Leave Provisions 45

Temporary Disability Leave 46

Workers' Compensation Benefits 47

Job Protection Rights 47

Bereavement 47

Assault Leave 47

Court Appearances 48

Truancy Court Appearances 48

Religious Observance 48

Military Leave 48

Mental Health Leave for Peace Officers and Licensed Telecommunicators 49

Quarantine Leave for Peace Officers 49

Leave for Police Officers for Illness and Injury 49

Payment for Accumulated Leave Upon Separation (Retirement) 50

Teacher, Paraprofessional, and Other Staff Member Absence Reporting Procedures 50

Employee Relations and Communications 50

Employee Recognition and Appreciation 50

District Communications 50

Complaints and Grievances 51

Employee Conduct and Welfare 51

Standards of Conduct 51

Enforceable Standards 52

Discrimination, Harassment, and Retaliation 54

Harassment of Students 54

Alcohol and Drug Abuse Prevention 55

Reporting Suspected Child Abuse 55

Sexual Abuse and Maltreatment of Children 56

Reporting Crime 56

Scope and Sequence 57

Fraud and Financial Impropriety 57

Personal Use of Electronic Communications 57

Electronic Communications between Employees, Students, and Parents 58

Public Information on Private Devices 60

Conflict of Interest 60

Gifts and Favors 60

Associations and Political Activities 61

Charitable Contributions 61

Safety and Security 61

Duplication of Keys 62

Tobacco and Nicotine Products and E-Cigarette Use 63

Criminal History Background Checks 63

Employee Arrests and Convictions 63

Possession of Firearms and Weapons 64

Visitors in the Workplace 64

Copyrighted Materials 65

Technology Resources 65

Employee Agreement for Technology Usage 65

Asbestos Management Plan 66

Pest Control Treatment 66

General Procedures 66

Emergency School Closing 66

Emergencies 67

Purchasing Procedures 67

Name and Address Changes 67

Personnel Records 67

Facility Use 68

Termination of Employment 68

Resignations 68

Dismissal or Nonrenewal of Contract Employees 70

Dismissal of of Noncontract Employees 70

Dismissal of Convicted Employees 70

Prohibition on Diversity, Equity, and Inclusion 71

Prohibited Classroom Instruction 71

Exit Interviews and Procedures 71

Reports to Texas Education Agency 72

Reports Concerning Court-Ordered Withholding 73

Student Issues 73

Equal Educational Opportunities 73

Animals in Classroom and/or School Property 74

Student Records 74

Parent and Student Complaints 75

Administering Medication to Students 75

Dietary Supplements 75

Psychotropic Drugs 76

Student Conduct and Discipline 76

Student Attendance 76

Bullying 76

Hazing 77

Professional Dress Guidelines 77

Key Employment and Student Discipline Policies 78

Annual Policy Alerts 79

Introduction

Welcome to Crowley ISD! Whether a new or returning employee, you are required to carefully review this document and use it as a guide during the 2026-27 school year. 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 Capital Management Department.

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 noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These 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. District policies can be accessed online at Policy Online - Crowley ISD or via the district website at www.crowleyisdtx.org. In accordance with the Paperwork Reduction Act, Title 44, Chapter 35, the Employee/Personnel Handbook will be provided electronically. The Crowley ISD Employee Handbook can be accessed on the district website at crowleyisdtx.org under the "Employee" tab and searching in the "E" section or hitting CTRL+click on the following link:

http://www.crowleyisdtx.org

All employees will be required to electronically acknowledge receipt of a copy of the Crowley ISD Employee Handbook . The Human Capital Management department will contact employees via district email to provide instructions on how to electronically acknowledge receipt in Skyward Employee Access.

District Information

Description of the District

The Crowley Independent School District is a fast-growing district, covering 56.6 square miles in the south-central portion of Tarrant County with less than four miles of its territory located in the north portion of Johnson County. The cities of Fort Worth, Edgecliff Village, and Crowley are included in certain areas of the district's boundaries as well as many acres of ranch/farmland and residential developments. Since 1965, the district has grown from a total enrollment of 385 to over 17,000 students.

District Website

Crowley ISD's web site address is crowleyisdtx.org.

CISD Board's Vision 2030 Strategic Plan for the Future

Vision 2030 Strategic Plan

Call to Action
All Crowley ISD students will be equipped with social, emotional, academic and life skills to thrive as responsible and ethical citizens in a diverse, evolving and global society.

We Believe:
- A high-quality public education is a human right and is an equalizer for all students.
- District transparency at all levels leads to community support and respect.
- All students deserve a voice and choice in their learning because they learn in unique ways.
- In meaningful relationships in the student learning community.
- In educating the whole child beyond the core academics.
- In building capacity in educators and staff to ensure all students have a meaningful and well-rounded learning experience.

Learner Outcomes
- Apply critical thinking, problem solving, creativity and communication skills in every course.
- Participate in real-world authentic experiences in a variety of career choices and areas of interests.
- Be technology proficient while upholding expectations of a digitally responsible citizen.
- Believe they are seen, heard and valued as they positively contribute to a diverse society.
- Be equipped to demonstrate positive social and emotional skills.
- Participate in diverse learning opportunities and activities.
- Set and monitor personal learning goals and receive guidance to help them achieve college, career and military readiness.
- Utilize self-management skills to effectively communicate their social, emotional and academic needs.

Learner Profile
- Adapts
- Advocates
- Is Accountable
- Is Aware of Self and Others
- Collaborates
- Communicates
- Inquires
- Perseveres
- Serves Others
- Thinks Critically

Strategic Goals:

1. **Thriving Students**
   All Crowley ISD students will be equipped with the skills and experiences to thrive today and in the future.
   - Provide a variety of learning and real-world experiences that enhance academic achievement for success after graduation. (Year 2 goal)
   - Ensure equitable access to district-aligned curriculum, instructional systems, resources and experiences for all learners. (Year 1 goal)
   - Graduate college, career, military and future ready students. (Year 1 goal)

2. **Engaged Community**
   Crowley ISD will partner with families and the community to meet the needs of all students and staff.
   - Create opportunities for students, families and community members to engage and learn together. (Year 2 goal)
   - Continuously seek and maintain meaningful partnerships with community members and organizations to enhance the learning experience. (Year 3 and beyond goal)
   - Engage in consistent, current and interactive communication that meets the needs of our diverse community. (Year 3 and beyond goal)
   - Identify campus liaisons and support them in creating and maintaining relationships with families, community members and organizations. (Year 3 and beyond goal)
   - Ensure financial responsibility and transparency with fidelity to the district's vision. (Year 1 goal)

3. **Empowered Staff**
   Crowley ISD will empower all staff to meet the diverse needs of all students.
   - Evaluate and enhance current professional development. (Year 2 goal)
   - Implement a comprehensive, differentiated program of learning opportunities for all staff. (Year 3 and beyond goal)
   - Enhance professional skills to foster a positive impact across the district. (Year 3 and beyond goal)

4. **Safe and Healthy Environment**
   Crowley ISD will prioritize the wellness of all students and staff.
   - Ensure all students experience a safe, secure and nurturing school environment. (Year 1 goal)
   - Ensure all students have access to highly trained professionals who can foster social and emotional development. (Year 3 and beyond goal)
   - Ensure a safe, welcoming and engaging environment that fosters a sense of community among our families and staff. (Year 3 and beyond goal)
   - Create opportunities and awareness for prioritizing staff holistic health. (Year 1 goal)

Board of Trustees

Crowley ISD Board Policy Manual – Policy BA
BB Series
BD Series
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 law and regulations.

The board members are elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Trustees are elected by place and serve three-year terms. Trustees serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Dr. Nedra Robinson, *President*
- Kelicia Stevenson, *1st Vice President*
- Chakina "CC" Watkins, *2nd Vice President*
- Dr. La Tonya Woodson-Mayfield, *Secretary*
- Daryl R. Davis, II, *Board Member*
- June W. Davis, *Board Member*
- Gary Grassia, *Board Member*

The board typically meets on the last Thursday every month at 1900 Crowley Pride Drive, Fort Worth, Texas, 76036. 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 administration building at least three business days 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.

Helpful Contacts

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.

Administration

Dr. Michael McFarland, *Superintendent, 817-297-5230*
Dr. Shemeka Millner, *Deputy Superintendent of School Improvement, 817-297-5279*
Dr. Pam Berry*, Deputy Superintendent of Administrative Services, 817-297-5282*
Ruby Batiste*, Deputy Chief of Staff 817-297-5300*
LeShai Maston, *Chief of Police, 817-297-5264*
Anthony Kirchner*, Chief Communications Officer, 817-297-5281*
Daryle Moffett*, Chief of Student Services, 817-297-5270*
Leon Fisher, *Chief Financial Officer, 817-297-5252*
Randy Reaves, *Chief Operations Officer, 817-297-5942*
Scott Campbell, *Chief Technology Officer, 817-297-5285*
Anna Roe*, Chief Academic Officer, 817-297-5237*
Gregory Williams, *Executive Director of Athletics, 817-297-5248*
Jarvis Walker*, Executive Director of Maintenance 817-297-5942*
Annette Duvall*, Executive Director of CTE, CCMR and Program Evaluations*, *817-297-5284*
Maria Anguiano*, Executive Director of Special Programs Bilingual/ESL, 817-297-5253*
Christopher Hill, *Director of Data, Assessment & Accountability, 817-297-5260*
Tamika Williams, *Director of Special Education, 817-297-5300*
Nadia Powers, *Director of Purchasing, 817-297-5254*
Steve Moseley, *Director of Maintenance, 817-297-5942*

School Directory

Crowley High School, 817-297-5810
North Crowley High School, 817-263-1250
Crowley Learning Center/Alternative School, 817-297-6992
Crowley High Ninth Grade Campus, 817-297-5845
North Crowley High Ninth Grade Campus, 817-297-5896
Bill R. Johnson CTE Center, 817-297-3018
H. F. Stevens Middle School, 817-297-5840
Crowley Middle School, 817-370-5650
Summer Creek Middle School, 817-297-5090
Richard Allie Middle School, 817-297-5394
Sue Crouch Elementary, 817-370-5670
S.H. Crowley Elementary, 817-297-5960
David L. Walker Elementary, 817-568-2745
Mary Harris Elementary, 817-370-7571
Bess Race Elementary, 817-297-5080
Sycamore Elementary, 817-568-5700
Deer Creek Elementary, 817-297-5880
Meadowcreek Elementary, 817-370-5690
Jackie Carden Elementary, 817-370-5600
Parkway Elementary, 817-568-5710
Oakmont Elementary, 817-370-5610
Dallas Park Elementary, 817-370-5620
J. A. Hargrave Elementary, 817-370-5630
Sidney Poynter Elementary, 817-568-5730
June W. Davis Elementary, 817-885-5700
CISD Montessori, 817-297-5391
Baylor Elementary, 817-297-5015

School Calendar

CISD CROWLEY INDEPENDENT SCHOOL DISTRICT

2026-2027
DISTRICT SCHOOL CALENDAR

FIRST DAY OF SCHOOL - TUESDAY, AUG. 11, 2026
LAST DAY OF SCHOOL - FRIDAY, MAY 21, 2027

START/END TIMES

Elementary	Middle	High
7:35 a.m.-3:20 p.m.	8 a.m.-3:45 p.m.	8:35 a.m.-4:15 p.m.

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	**11**	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

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13	14	15	16	17	18	19
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27	28	29	30			

OCTOBER

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY

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24	25	26	27	28	29	30
31						

FEBRUARY

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH

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21	22	23	24	25	26	27
28	29	30	31			

APRIL

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

BOLD First/Last Day of School | Student/Staff Holiday | Student Holiday/Professional Day | Early Release Day

IMPORTANT DATES

New Professional Orientation	July 29-30
Professional Development	Aug. 3-6
Convocation/Staff Workday	Aug. 7
Staff Workday	Aug. 10
First Day of School	Aug. 11
Student/Staff Holiday	Sept. 7
Student Holiday/Professional Development	Sept. 18
Student Holiday/Professional Development	Oct. 9
Student/Staff Holiday	Oct. 12
Student Holiday/Professional Development	Oct. 13
Student Holiday/Professional Development	Nov. 9
Student/Staff Holiday	Nov. 23-27
Early Release 9-12/Professional Development	Dec. 17
Early Release K-12/Professional Development	Dec. 18
Student/Staff Holiday	Dec. 21-Jan. 1
Student Holiday/Professional Development	Jan. 4
Student Holiday/Staff Workday	Jan. 5
Student/Staff Holiday	Jan. 18
Student Holiday/Professional Development	Feb. 12
Student/Staff Holiday	Feb. 15
Student Holiday/Professional Development	March 12
Student/Staff Holiday	March 15-19
Student/Staff Holiday	March 26
Early Release 9-12/Professional Development	May 20
Early Release K-12/Professional Development	May 21
Last Day of School	May 21
Professional Development	May 24-25
District Closed	May 31
District Closed	June 21

26-27 GRADING PERIODS

1. Aug. 11 - Sept. 17
2. Sept. 21 - Oct. 30
3. Nov. 2 - Dec. 19
4. Jan. 6 - Feb. 11
5. Feb. 16 - April 2
6. April 5 - May 21

DOWNLOAD TODAY!

Download the ParentSquare mobile app today!

App Store

Google play

Approved: March 26, 2026

Employment

Equal Employment Opportunity

Crowley ISD Board Policy Manual – Policy DAA
Crowley ISD Board Policy Manual – Policy DIA

In its efforts to promote nondiscrimination and as required by law, Crowley ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), 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.

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment:

Title IX Coordinator
Daryle Moffett, Chief of Student Services
1900 Crowley Pride Drive
Fort Worth, Texas 76036
daryle.moffett@crowley.k12.tx.us
817-297-5800

Title IX Assistant Coordinator
Kimberly Sherfield, Director of Strategic Compensation, Recruitment and Retention
1900 Crowley Pride Drive
Fort Worth, Texas 76036
kimberly.sherfield@crowley.k12.tx.us
817-297-5800

Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability:

Trina Lane, Executive Director of Counseling Services
1900 Crowley Pride Drive
Fort Worth, Texas 76036
trina.lane@crowley.k12.tx.us
817-297-5800

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Crowley ISD Board Policy Manual – Policy DC

The Superintendent or designee shall advertise employment opportunities, post notices of vacancies on the district's website, and support the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Positions may also be advertised outside the District as deemed appropriate. In accordance with the Voluntary Transfer guidelines, current district employees are eligible to apply for any posted vacancy. All advertised positions shall be posted for no fewer than ten working days with the following exception per Texas Education Code

> *If, during the school year, the District must fill a vacant position held by a teacher, as defined by Education Code 21.201 [see DCB], in less than ten school days, the District must provide notice of the position in the manner described above as soon as possible after the vacancy occurs. However, the District is not required to provide the notice for ten school days before filling the position or to provide a reasonable opportunity to apply for the position. Texas Education Code 11.1513(e)*

All applicants for vacancies are subject to a complete background investigation. This procedure shall be done by the Human Capital Management Department.

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

Employment After Retirement

Crowley ISD Board Policy Manual – 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 Noncontract Employment

Crowley ISD Board Policy Manual – Policy DC
DC Series

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

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 with the district. 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 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. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online or copies will be provided upon request.

Dual Contracts. A dual assignment contract is a Chapter 21 agreement that includes both teaching duties and supplemental duties. Because both are included in the contract, the district and the teacher are mutually committed to both. Certified personnel assigned to both teaching and coaching/cheer coaching duties will be issued a dual contract for the two assignments.

When a recommendation to hire a teacher/coach is made, the principal will list all athletic coach/cheer coach stipends and recommend to the Superintendent or designee whether the employee will receive a dual assignment contract or a single assignment contract with a supplemental duties addendum. The requirement for dual contracts may be waived if the Superintendent or designee determines extenuating circumstances justify a waiver. In that event, the employee will receive a single assignment contract with a supplemental duties addendum. If a coaching assignment is added after a single assignment contract has been signed, that contract will remain in force for the remainder of the contract term and a supplement duties addendum will be signed covering the coaching assignment. However, when all such contracts are considered for renewal/nonrenewal purposes, the contract for an employee with teaching and coaching assignments will be recommended for renewal as a dual assignment contract (unless the requirement is waived by the Superintendent or designee).

An employee may not resign from only one position. Should a person resign or be dismissed from the coaching duties, the person shall be considered to have resigned or been dismissed from the teaching assignment. Should a person resign or be dismissed from teaching duties, the person shall be considered to have resigned or been dismissed from the coaching assignment.

At contract renewal, if a dual assignment contract is currently in place, only a dual assignment contract will be considered. If the employee wishes to resign from coaching duties, the employee must resign from both positions and is eligible to reapply for any open teaching position.

Noncertified Professional and Administrative Employee. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

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

Crowley ISD Board Policy Manual – Policy DBA
Crowley ISD Board Policy Manual – Policy DF

Professional employees whose positions require SBEC certification or a 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 Human Capital Management in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Human Capital Management when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Human Capital Management if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Crowley ISD Board Policy Manual - 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 Human Capital Management if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Crowley ISD Board Policy Manual – Policy DHE
Crowley ISD Board Policy Manual - Policy CQ

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, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites 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.

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, drivers of large vehicles, or drivers of 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.

Alcohol and drug tests may be conducted when reasonable suspicion exists or following an accident. Return-to-duty and follow-up testing may be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

Health Safety Training

Crowley ISD Board Policy Manual – Policy DBA
Crowley ISD Board Policy Manual – Policy 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 Heart Association. Employees subject to this requirement must submit their certification or documentation to the appropriate Athletic or Fine Arts department secretary by September 20, 2026.

Nurses, athletic coaches or sponsors, PE teachers, marching band directors, cheerleading 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 Heart Association. Employees subject to this requirement must submit their certification or documentation to the appropriate Director of Health Services, Athletic or Fine Arts department secretary by September 20, 2026.

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.

Reassignments and Transfers

Crowley ISD Board Policy Manual – Policy DK)

Reassignments or Involuntary Transfers
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.

The principal's criteria for approval of campus assignments and reassignments shall be consistent with district policy regarding equal opportunity employment, and with staffing patterns approved in the district and campus plans. In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the district as a whole.

Non-contractual supplemental or extracurricular duties for which supplemental pay is received may be discontinued by either party at any time. Such duties may be reassigned at any time. Paid supplemental duties are not part of the district's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

Identification of Reassignment Professionals

The identification of excess teachers and other campus instructional professionals is based on District seniority with some exceptions. These exceptions, in consultation with the Human Capital Management Department, can include:

- Certification or endorsement
- Bilingual ability
- Responsibility for specified initiatives designed in the Campus Improvement Plan
- Extracurricular assignments
- Maintaining balance of veteran and new teachers on campus

Definition of Seniority

Seniority is continuous uninterrupted service with the District, campus, grade level or subject area. A teacher or other campus instructional professional returning to duty following an official leave of absence maintains the system seniority held when the teacher or other campus instructional professional went on leave. Four and one-half months, a full semester more than four calendar months, or 90 actual working days in a school year shall count as a full year for seniority purposes.

Grade-level or Campus-wide Determination

While using District seniority to determine excess staff, Elementary principals can either use grade-level or campus-wide distribution of teachers to determine excess status as based on student enrollment projections. Once an elementary principal declares the use of grade-level or campus-wide distribution, the principal must maintain that same system until the first day of classes. Beginning on the first day of class, the principal may only use grade-level seniority to identify excess teachers.

Satisfactory Performance

Only teachers and other campus instructional professionals whose performance is at least "developing" will be placed on the excess list. Teachers and other campus instructional professionals who are on an intervention plan and/or have been in contractual difficulty for the current school year shall not be placed on the excess list.

Identification and Notification

Principals will identify excess teachers and other campus instructional professionals. The campus principal will provide notification to teachers and other campus instructional professionals who are identified as excess.

Voluntary Transfers
A voluntary transfer is defined as a request for a lateral move (i.e. movement between the same/similar job titles and pay grades) or a move from a higher pay grade to a lower pay grade at another site or campus. Exceptions to the transfer request procedure are permitted only for promotion by title, salary increase, instructional stipend increase, or by increase in number of contract days.

A Voluntary Transfer Request Form must be submitted during the Voluntary Transfer Annual Window. By completing a transfer request during the voluntary transfer window, the employee will be considered eligible for openings that become available in the spring. Employees on the transfer list before the deadline remain eligible for transfer between campuses until the last day of school. After that date, a campus principal wanting to propose a recommendation for transfer must first have the agreement of the current principal, and second approval from the office of School Leadership.

The Voluntary Transfer Request allows an employee to be considered for openings. **Requesting a transfer does not guarantee that a change in assignment will occur.** Employees requesting a transfer **must complete an internal application on the Crowley ISD online application system and apply for any position for which they are interested**. Principals/hiring managers may review or interview any applicant for current open or potential future open positions. Employees who request transfers are given consideration but are **not guaranteed an interview**. If selected for an interview, the principal/hiring manager will contact the employee directly. The campus principal/hiring manager must check the qualifications for the transfer as related to certification with the Human Capital Management department before making the transfer recommendation.

The Human Capital Management department will prepare a master list of transfer requests for campus principals following the transfer request period. Each principal must review the transfer list to determine eligibility for transfer for all employees currently assigned to their campus. The principals are responsible for reporting to Human Capital Management if any employee requests a transfer and is not eligible.

- Transfer eligibility requirements: *
  Exceptions may be made for School of Choice transfers and any teacher that was involuntarily placed into their assignment for the current year
- **Must have appropriate certification for the position** (Elementary teacher positions require ESL)
- **Professional Employee's eligibility:**
  Professional employees who are on a growth plan or have documented performance concerns are not eligible.
- **Paraprofessional's eligibility:**
- Paraprofessional employees who have documented performance concerns are not eligible.

* Any exceptions to these procedures must be approved by the Chief of Human Capital Management.

Request access, the submission deadline, and other relevant information will be provided to all employees in the second semester each year. 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.

Administrator transfer requests will be handled through the office of School Leadership and do not need to go through the transfer list process.

Workload and Work Schedules

Crowley ISD Board Policy Manual – Policy DEAB
Crowley ISD Board Policy Manual – Policy DL
Crowley ISD Board Policy Manual - Policy DK

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10, 10.5, 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 posted on the district website.

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.

Campus office hours and regular schedule for administrators and campus secretaries:

Level	Student Instructional Day		Office Hours	
	Start	*Dismiss*	*Open*	*Close*
Elementary	7:35	3:20	7:20	3:45
Middle	8:00	3:45	7:40	4:05
High	8:35	4:10	8:10	4:30
Extended Day Learning	7:35	3:20	7:00	4:00
CLC	7:45	2:45	7:20	3:45
Central Office			7:20	4:45

Campus principals may establish a rotating schedule for nonexempt campus staff to ensure office coverage and sufficient student supervision. An administrator shall be on duty to respond to campus needs during the times specified.

Required campus faculty and/or staff meetings may be held outside the designated workday for a length not to exceed 60 minutes, one per week. These staff meetings will be scheduled by the principal before or after the school day. Unless the need for an emergency meeting arises, campus staff meetings should be scheduled to allow appropriate time for staff to make any before or after school arrangements.

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. Paraprofessionals and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See *Overtime Compensation* on page 32 for additional information.
Campus paraprofessionals are entitled to a duty-free lunch period of at least 30 minutes.

Virtual or Remote Workplace Environment

Employees may be required to perform job duties remotely or provide instruction in both a virtual and in-person setting, simultaneously in a hybrid learning environment when directed by supervisor.

ADA Accommodations
Crowley ISD Board Policy Manual – Policy DAA
Crowley ISD Board Policy Manual – Policy DBB
Crowley ISD Board Policy Manual – Policy DIA

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting Theresa Gonzales, Human Capital Management Specialist, and identifying an adjustment or change at work that is needed because of a disability. An employee also may submit a written request to Human Capital Management using the ADA Accommodation Request Form, which is available by contacting Theresa Gonzales at theresa.gonzales@crowley.k12.tx.us. Upon receiving the reasonable accommodation request, Human Capital Management or the ADA coordinator will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

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

Breaks for Expression of Breast Milk

Crowley ISD Board Policy Manual – Policy DEAB
Crowley ISD Board Policy Manual – Policy 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 notifiy 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 the office of Human Capital Management.

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 the office of Human Capital Management to begin the interactive process.

Notification to Parents Regarding Qualifications

Crowley ISD Board Policy Manual – Policy DK
Crowley ISD Board Policy Manual – Policy DBA

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. 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 Diana Gonzalez at 817-297-5228 or Marshellia Coleman at 817-297-5800.

Outside Employment and Tutoring

Crowley ISD Board Policy Manual – Policy DBD

All 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.

Administrators. An employee (other than employees primarily responsible for in-class instruction) who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district may not receive financial benefits for performing personal services for *any* business entity that conducts or solicits business with the district. With exceptions as noted below, administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefits for performing personal services for other school districts, open enrollment charter school, and education service centers.

Exceptions apply to an administrator who is not a superintendent, assistant superintendent, or member of a board of managers if the board approves as required by statute. To be approved, services must be performed on the administrator's personal time. Contact Human Capital Management for more information.

Performance Evaluation

Crowley ISD Board Policy Manual – 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.

Crowley ISD has adopted the Texas Teacher Evaluation Support System (T-TESS) Appraisal instrument for teacher evaluations and Texas Principal Evaluation Support System (T-PESS) Appraisal instrument for principal and assistant principal evaluations.

T-TESS is a process that seeks to develop habits of continuous improvement with evidence-based feedback and professional development decisions based on that feedback through ongoing dialogue and collaboration. The District will establish an appraisal calendar each year and provide the calendar to teachers within the first three weeks of the school year.

Components of the appraisal process, such as classroom observations and walk-throughs, will be conducted as frequently as necessary to ensure that teachers receive appropriate guidance.

Probationary Teachers new to CISD will have Two Formal observations annually

- One scheduled observation within a one-week window determined by the appraiser and one unscheduled observation.

Second- or third-year Probationary Teachers and Term Teachers will have One Formal observation annually

- One scheduled observation within a one-week window determined by the appraiser.

Self-Assessment and Goal Setting
The teacher self-assessment, goal setting, and professional development processes are all interwoven and applied throughout the school year to positively impact each teacher's professional practices and ultimately increase student performance. Each teacher will review data and reflect on his or her professional practice, including reviewing the domains, dimensions, and descriptors of the T-TESS rubric.

A teacher who is new to the District or who is in the first year of the appraisal process will receive an orientation and will be guided through the self-assessment and goal-setting process to establish a professional development plan. After completing orientation, a teacher who is new to the District or who is in the first year of the appraisal process will formulate targeted goals on the Teacher Self-Assessment and Goal-Setting Form and schedule an in-person goal-setting conference with his or her appraiser. After the conference, the teacher will submit his or her approved Goal-Setting and Professional Development Plan to the appraiser.

A returning teacher will review the goal(s) and professional development plan established at the end-of-the-year conference and student performance data to determine if changes are needed. The teacher will submit to the appraiser his or her approved Goal-Setting and Professional Development Plan.
All goal setting conferences and professional development plans will be completed and submitted through Strive by the end of the fourth week of instruction.

Implementation of Goals

Each teacher will regularly monitor progress toward his or her goals. If the teacher feels the goals need to be modified, the teacher should make an appointment with his or her appraiser to discuss individual progress toward his or her goals and/or obtain additional supports.

Formal Observation Pre-Conference

The purpose of a pre-conference is for the appraiser and teacher to mutually discuss the upcoming formative observation with a focus on the interrelationships between planning, instruction, the learning environment, and student outcomes. The pre-conference will be conducted within five (5) working days of a scheduled observation.

The pre-conference will provide the teacher an opportunity to demonstrate his or her knowledge and skills for the planning domain and its correlating dimensions. The conference is primarily focused on the upcoming observation and what the teacher has planned to ensure that the instructional objective(s) are met.

A pre-conference will not be conducted prior to an unscheduled observation.

Formal Observation(s) and Notice

Teachers new to CISD will receive **two** formal observations. One will be scheduled within a one-week window determined by the appraiser and the other will be an unscheduled observation. Second- or third-year probationary teachers and term teacher will receive **one** formal observation annually. The observation will be scheduled within a one-week window determined by the appraiser.

A classroom observation will be an instructional period or a complete lesson within an instructional period that consists of a minimum of 45 minutes of instruction.

By mutual, written consent between the appraiser and the teacher, the required minimum of 45 minutes of observation may be conducted in shorter time segments. The time segments must aggregate to at least 45 minutes.

Components of the appraisal process, such as informal classroom observations and walkthroughs, will be conducted as frequently as necessary to ensure that teachers receive appropriate guidance. If data gathered during the additional observation or walk-through will impact the teacher's summative appraisal rating, a written summary will be shared with the teacher within ten working days after the completion of the additional observation or walkthrough.

Informal Observations/Walkthroughs
Informal observations/walkthroughs are completed throughout the year to make note of progress being made toward established goal areas. All teachers will have walkthroughs.

If data gathered during formal observations or walkthroughs will impact the teacher's summative appraisal rating, a written summary will be shared with the teacher within ten (ten) working days after completion of the additional observation or walkthrough.

Walkthroughs may be conducted at the discretion of the appraiser at any time during the school year.

Formal Observation Post-Conference

All formal observations will include an in-person post-conference to be conducted within ten (10) working days of the observation.

The overall purpose of the post-conference is to provide a teacher an opportunity to self-reflect on the execution of his or her lesson, including the impact on student performance. The results will be used to inform and guide the teacher regarding future practices and growth. The Post-Conference Plan (Reinforcement and Refinement Plan) and evaluation scoring rubric will be maintained in Strive.

End-of-Year Conference and Preliminary Goal Setting and Planning for the Following School Year

The end-of-year conference **will be conducted prior to scoring of Domain 4 and completion of Summative Annual Appraisal.**

The end-of-year conference will be held at least 15 days prior to the last day of instruction to discuss overall performance for the year**. End-of-year conferences are mandatory for all teachers including those who waived their formal observation**.

Each teacher will provide his or her appraiser with an update regarding the professional goals and development plan that were developed at the beginning of the year.

Following the end-of-year conference, the appraiser and teacher will discuss how the current year self-assessment and goal-setting process will continue into the next school year for continuous improvement, including professional development to support learning.

SUMMATIVE ANNUAL APPRAISAL REPORT

A written summative annual appraisal report will be provided to the teacher **within ten working days of the conclusion of the end-of-year conference**. The report will be shared with the teacher no later than 15 working days before the last day of instruction for students. The summative annual appraisal report will be housed electronically in Strive.

FORMAL OBSERVATION AND SUMMATIVE APPRAISAL RUBRIC SCORING

There will be seventeen (17) individual dimension scores when the full appraisal is used.

There will be four (4) individual dimensions in Domain 4 for non-classroom teaching professionals.

No "overall" scores will be given.

APPRAISER

Each teacher will be appraised by a certified appraiser. If the certified appraiser is not the teacher's supervisor, the appraiser will be selected from the list of certified appraisers approved by the Board.

Teachers new to a campus will be appraised by the campus principal**. Any exception request must be approved by the Director of Human Capital Management.**

Second Appraiser Request

Teacher must make a written request for a second appraiser within ten (10) working days of receiving a written observation summary or a written summative annual appraisal. The written request must be submitted to the teacher's supervisor. The supervisor will notify the Director of Human Capital Management who will assign a second appraiser from the list of certified appraisers.

Second Appraiser Scoring

If a second appraiser is requested, the final score for each dimension will be calculated as follows:

For *Domain 1- Planning* and *Domain 4 - Professional Practice and Responsibility*:
The primary appraiser score for each dimension will be final.

For *Domain 2-Instruction* and *Domain 3-Learning Environment*:
The score for each dimension will be an average of the primary and secondary appraiser calculated as follows:

Points will be assigned to each of the dimensions in Domains 2 and 3 as follows:

- The primary appraiser's scores in each dimension will be five (5) points for Distinguished, four (4) points for Accomplished, three (3) points for Proficient, two (2) points for Developing, and one (1) point for Improvement Needed.

- The secondary appraiser will assign a point value score on a range of scores for each dimension in Domains 2 and 3. They will assign between (5.0-4.5) points for Distinguished, (4.0-3.5) points for Accomplished, (3.0-2.5) for Proficient, (2.0-1.5) for Developing, and (1.0-0.5) for Improvement Needed.

- The rating for each dimension will be assigned based on the average score of the primary and secondary appraiser in these ranges:
  Distinguished – if value is in the range of (5.0 - 4.5)
  Accomplished – if value is in the range of (4.4 - 3.5)
  Proficient – if value is in the range of (3.4 - 2.5)
  Developing – if value is in the range of (2.4 – 1.5)
  Improvement Needed – if value is (1.4 or lower)

Growth Plan/Intervention Plan
Teachers may be placed on a formal growth plan or intervention plan when they have failed to demonstrate effort and progress toward professional growth over time as the school year progresses.

Modified Appraisal for Non-classroom Teaching Professionals
Non-classroom teaching professionals:

- Their current job description/evaluation instrument
  AND
- Completion of T-TESS Part I – Goal Setting and Professional Development Form at the beginning of the year
- Completion of T-TESS Part II – Goal Setting and Professional Development Plan review at the end of the year
- End-of-Year conference with assigned appraiser
- Rating for the four (4) individual dimension scores in Domain 4 of the T-TESS appraisal system

TEACHER RESPONSE AND REBUTTAL

A teacher may submit a written response or rebuttal within ten working days of receiving a written observation summary, a written summative annual appraisal report, or any other written documentation associated with the teacher's appraisal.

GRIEVANCES

Complaints regarding a teacher appraisal should be addressed in accordance with DGBA(LOCAL).

Probationary Teachers Evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of a contract term.

Employment Decisions
When relevant to decisions regarding term contracts, written evaluations of a teacher's performance, as documented to date, and any other information the administration deems appropriate, shall be considered in decisions affecting contract status.

Employee Involvement

Crowley ISD Board Policy Manual – Policy BQA
Crowley ISD Board Policy Manual – Policy BQB

At both the campus and district levels, Crowley 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.

Staff Development

Crowley ISD Board Policy Manual – Policy BQA
Crowley ISD Board Policy Manual – Policy DMA

The purpose of the professional learning program shall be to ensure professional growth for improving job performance and organizational learning that ultimately results in improved student achievement. The District believes that all employees impact student learning.

The District is committed to the professional learning of all staff members. The District professional learning plan outlines professional learning requirements in the District. The District requires each employee to participate in the continuous growth as an integral part of his or her job assignment. The District's professional learning program supports continuous growth for all employees based upon professional goals as they relate to the District's mission and goals.

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related 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.

Each teacher new to the District shall be assigned a mentor and shall successfully complete a District-sponsored one-year induction program. Scheduled induction activities shall be conducted for teachers new to the District, including new teacher orientation, which is generally held one week prior to teacher in-service in the fall. Attendance at these activities is mandatory, and failure to attend could affect future employment in the District.

The District shall maintain a professional development advisory committee. The District's educational improvement council shall approve the District's professional development plan annually. [See BQA]

The District has established a professional learning department to ensure that all professional learning activities are closely aligned with the District's mission and goals. The planning and approval of all District and campus/department professional learning shall be coordinated by the professional learning department and shall incorporate planning proposals from District, campus, and depart-mental leadership.

Each teacher shall receive six hours of District-hosted professional development outside of the instructional day during each contract school year.

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

Professional development credit shall not be earned for travel, including travel to and from activities and any extensive travel activity.

Professional development hours shall not include extra duties such as extracurricular duties, curricular duties, or supervision of students. In addition, these hours shall not be traded for exchange hours while on duty hours.

Employee participation in institutes, workshops, seminars, conferences, in-services, or professional learning activities provided by an approved provider or sponsor shall be considered for professional learning hours.

Each employee's administrator or supervisor shall be responsible for approving professional growth hours, maintaining annual records, and monitoring the professional growth portfolios of employees.

Each professional employee shall maintain a record of completed professional learning activities and shall maintain an electronic copy of the portfolio in the District-approved electronic warehouse system. Each employee shall provide to his or her supervisor prior to the employee's annual evaluation proof of completion of professional learning requirements, which may include any of the following:

1. A certificate issued by the provider of the professional learning.
2. An electronic transcript of the employee's online portfolio.
3. Other proof, as determined by the employee's supervisor.

Failure to comply with the professional development requirements may affect future employment or specific work assignments in the District.

Mental Health Training

Crowley ISD Board Policy Manual – Policy DMA

All district employees who regularly interact with students are required to complete an evidence-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

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

Compensation and Benefits

Salaries, Wages, Stipends, and Special Funding

Crowley ISD Board Policy Manual – Policy DEA
Crowley ISD Board Policy Manual – Policy DEAA
Crowley ISD Board Policy Manual – Policy 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. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each overtime hour worked beyond 40 in a workweek (see *Overtime Compensation*).

All employees should verify their annual pay through Employee Access in September 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 extra-duty pay schedule.

To ensure compliance with grant funding requirements, personnel are required to complete a periodic certification, semi-periodic certification, or time and effort form. This certification attests that all activities and expenditures charged to the grant are for the purposes and objectives set forth in the grant agreement. The certification confirms that the funds were utilized in accordance with the grant's approved budget and in compliance with all applicable laws, regulations, and organizational policies. It asserts that all expenditures were necessary, reasonable, and allocable to the project, and that supporting documentation for expenditures and activities is accurate and maintained as per the grant's requirements. Personnel must ensure that the activities conducted align with the goals and deliverables outlined in the grant proposal. This certification is a condition of receiving grant funds.

Employees should contact the Human Capital Management Department for more information about the district's pay schedules or how their salaries are calculated.

Teachers Covering Unfilled Classes

Elementary teachers may receive compensation for covering classes when no substitute has been secured and students from another class must be blended into their classroom for the day.

The use of CERTIFIED teachers to cover additional classes **may be used only when no other alternative is available. The use of CERTIFIED teachers to cover unfilled positions can only be utilized if the Frontline Absent Management for Absences System was notified and an absence was recorded in Skyward.**

If no substitute is available, students may be divided among the rest of the subject teachers or grade level for the day. Each teacher assigned with additional students in their classroom will be compensated. These teachers will not be giving up their conference time.

Teachers may only cover classes on campuses in which they are assigned. Campus administrators or campus personnel responsible for maintaining substitute coverage will maintain the list of teacher's names in order to call upon teachers when classes need to be blended. The request for blending of a class must be made by a campus administrator or substitute coordinator on campus in order to be eligible for pay.

Certified teachers who cover classes will be required to track those dates to support the payroll request. Documentation of these dates must be given to the campus secretary who will then enter the information on a spreadsheet that the campus administrator will sign. The signed spreadsheet, along with the documentation will be submitted to Payroll, by the established due date, for payment.

Paychecks

All employees are paid on the 20th day of each month. If the 20th day falls on either Saturday or Sunday, employees will be paid on the Friday immediately preceding unless other circumstances prevent doing so. Employees receiving a final payoff will receive their final check via direct deposit in the same manner as a normal pay period. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statement and should contact Payroll if they have any questions.

An employee's payroll statement contains detailed information including deductions, withholding information and the amount of leave accumulated. These statements can be found in Employee Access which is located on the Crowley ISD Website.

All professional, salaried, and auxiliary employees are paid monthly.

During an emergency closing for which the workdays are not scheduled to be made up at a later date, all employees shall continue to be paid for their regular duty schedule regardless of whether the employees are required to work. The Board shall, by resolution or other Board action, set the parameters for payment during closings and reflect the purpose served by the expenditure.

The schedule of pay dates for the 2026-2027 school year follows:

September 18, 2026	March 16, 2027
October 20, 2026	April 20, 2027
November 19, 2026	May 20, 2027
December 17, 2026	June 17, 2027
January 20, 2027	July 20, 2027
February 19, 2027	August 20, 2027

Automatic Payroll Deposit

The district requires all employees to set up an automatic payroll deposit. Employees must have their paychecks electronically deposited into a designated account. A notification period of one month is necessary to activate this service. Contact the payroll office for more information about the automatic payroll deposit service.

Payroll Deductions

Crowley ISD Board Policy Manual – Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or FICA alternate contribution
- Federal income tax
- 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 titled to any funds the district overpays. An 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 an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an 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.

Timekeeping

It is required that all auxiliary and para-professional employees utilize the electronic time-keeping system to track their time worked. For auxiliary staff (hourly), it is imperative that you use the electronic time clock to punch in and out on a daily basis as your pay is calculated directly from your clocked hours. In the case of a para-professional, while you may not be paid "directly" from your clocked hours, the Payroll and Human Capital Management Departments use your electronic record to track leave and overtime (see Overtime Compensation). All paraprofessionals are required to work, at a minimum, their regularly scheduled weekly hours and are compensated at one and one-half times their hourly rate for any time worked in excess of 40 hours in a given week. The electronic system provides the required documentation to ensure accurate record-keeping for all employee overtime and personal and staff development leave and promotes effective and efficient use of the district's Skyward True Time for Clocking In and Out system.

In order to ensure consistency of treatment for all auxiliary and paraprofessional (non-exempt) the data recorded in the electronic system shall be considered as the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official electronic records.

In order for the electronic timekeeping system to work as intended, all non-exempt employees must participate. Outlined below are some important rules.

Daily Clock-in/Clock-out

It is required that ALL non-exempt employees "clock in" upon arrival to work in the morning and "clock out" at the end of the workday at their place of work. Employees should never work off the clock, even if they are asked to do so by their supervisor. If your supervisor asks you to work off the clock, please notify the Chief of Human Capital Management.

If any employee is unable to "clock" in or out because of a timekeeping malfunction, it is the employee's responsibility to immediately inform the Campus/Department supervisor.

Docked Pay

If non-exempt employees who are paid on an annualized basis are absent and have used up all their sick days, personal day, etc., their pay shall be docked for the time missed, based on their daily pay rate.

Overtime Compensation

Crowley ISD Board Policy Manual – Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional 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 physically 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 at 12:00 a.m. Saturday and ends at 11:59 p.m. Friday. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

Employees may be compensated for overtime (i.e. hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off or direct pay. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay. Employees are expected to work overtime if requested by their

supervisors except in cases of emergency. The employee will be given prior notice to make necessary arrangements for transportation, babysitting, etc. The following applies to all nonexempt employees:

- A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with FLSA.
- Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 15 hours.
- An employee shall use compensatory time within the monthly pay period in which it is earned. The monthly pay periods shall be established by the district.
- Use of accrued compensatory time is at the employee's request with supervisor's approval, as workload permits, or at the supervisor's discretion.
- If an employee has a balance of more than 15 hours of compensatory time, the district shall require the employee to use the compensatory time or, at the district's option, the district shall pay the employee for the compensatory time.
- Earned compensatory time shall be used before any available paid state and local leave.
  Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Compensatory time for nonexempt campus personnel who hold an instructional position shall adhere to the same limitations on discretionary leave as outlined in this employee handbook in the section Leaves and Absences/State and Local Leave/Limitations on Discretionary Leave.

Department Supervisors and Principals are encouraged to work with their employees using flexible scheduling. Flexible scheduling would balance the 40-hour work week so that the employee would not exceed 40 hours. The CISD work weeks is defined as [Sunday 12:00am-Saturday 11:59pm*]. Example: Employee works Monday-Thursday with a total of 40 hours. So, the first option would be for the employer to have the employee take off Friday to prevent accrual of overtime or compensatory time.*

Once the accrual of 40+ hours has been identified, CISD employers and employees should make a concerted effort to negotiate a date for compensatory time to be taken within the accrual pay period of 30 days. The employee may make a request regarding the day(s) for taking the compensatory time off.

At any time, the employer may give the employee notice to use the accrued compensatory time to offset overtime. The Department Supervisors and Principals will be held accountable for any unfunded overtime/compensatory time.

Finally, a breach of agreement between the employer and employee to follow these guidelines may result in disciplinary action.

The Superintendent may decide to pay out, in whole or in part, any overtime worked without affecting subsequent granting of compensatory time for future overtime worked.

If an employee separates, promotes, demotes or transfers, unused compensatory time must be paid out. Additionally, if a non-exempt employee's status changes to exempt, compensatory time must be used or paid out prior to the effective date.

Extra Duty Pay for Deaf Ed Interpreters

Deaf Ed Interpreters are non-exempt employees scheduled to work a 187-day calendar. Employees are frequently needed to provide deaf ed interpretation for meetings and activities that take place beyond their scheduled workday or calendar.

Employee must have the approval of his or her supervisor before working beyond their normal schedule. An employee who works beyond their schedule without prior approval is subject to discipline but shall be compensated in accordance with FLSA.

Overtime is legally defined as all hours physically worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. All scheduled workdays are equal to 8 hours. Interpreters are eligible to receive extra straight time for working on a nonscheduled workday and overtime pay (time and ½) for hours worked in excess of 40 hours.

Example 1: Monday – Friday are scheduled workdays. Employee works 4 hours on Tuesday evening to interpret for a meeting.

Schedules hours are 40 (5 days X 8 hours)
Employee works 44 hours
Employee will receive overtime (time and ½) for 4 hours

Example 2: Monday-Thursday are scheduled workdays. Friday is a nonscheduled day. Employee works 4 hours on Tuesday evening to interpret for a meeting,

Scheduled hours are 32 (4 days X 8 hours)
Employee works 36 hours
Employee will receive straight pay for 4 hours

Example 3: Monday-Thursday are scheduled workdays. Friday is a nonscheduled day. Employee works 4 hours on Tuesday evening to interpret for a meeting and 8 hours on Friday to interpret for an activity.

Scheduled hours are 32 (4 days X 8 hours)
Employee works 44 hours
Employee will receive straight pay for 8 hours and overtime pay for 4 hours

Example 4: Spring Break – Monday – Friday are nonscheduled days. Employee works 2 days – 16 hours.

Scheduled hours are 0
Employee works 16 hours
Employee will receive straight pay for 16 hours

Travel Expense Reimbursement

Crowley ISD Board Policy Manual – Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. 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 the extent possible, to be reimbursed for allowable expenses other than mileage.

Travel within the state and outside the state of Texas requires approval of the appropriate budget owner and the Superintendent. Travel outside the continental United States requires approval of the appropriate budget owner, the Superintendent, and the Board.

Health, Dental, and Life Insurance

Crowley ISD Board Policy Manual – Policy CRD

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

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week.
- Substitutes have the option to enroll in medical coverage only, subject to certain rules and conditions. Medical coverage for substitutes is not eligible to receive the District's contribution.

The insurance plan year is from September 1 through August 31. New employees must complete enrollment forms within the first 30 days of actively being at work. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g. marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees electronically via email. Employees should contact the Payroll/Benefits Department for more information.

COBRA (Consolidated Omnibus Budget Reconciliation Act) Federal law provides for continuation of group health coverage for an employee and his/her dependents after the death, divorce, or termination of an employee. Coverage may be extended up to 36 months for dependents. Premiums cannot exceed more than 102% of the active employee's monthly premiums. The expense of continued insurance coverage must be paid by the former employee or dependent. It is the responsibility of the former employee to contact the Payroll Department to complete the necessary paperwork for continued coverage.

Supplemental Insurance Benefits

Crowley ISD Board Policy Manual – Policy CRD

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact the Payroll Department for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or decline this benefit. Certain insurance premiums are offered on a pre-tax basis through payroll deduction. Additional tax savings are available through either a Flexible Spending Account (FSA) or Health Spending Account (HSA) which allows for certain medical, dental, and vision expenses to be

planned for in advance via pre-tax contribution into either of these plans. Both the FSA and HSA plans are administered by a third-party administrator who handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first 30 days of employment. All employees must accept or reject this benefit on an annual basis and during the specified open enrollment time period.

Workers' Compensation Insurance

Crowley ISD Board Policy Manual – 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 has chosen to drop coverage from an insurance company and all claims for injuries suffered on the job will be paid directly from school district funds. 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.

All work-related accidents or injuries should be reported immediately to the building supervisor. 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 *for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Crowley ISD Board Policy Manual – 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 Human Capital Management Department.

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). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. 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 TRS, the Payroll Office, and the Human Capital Management Department as soon as possible. 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.texas.gov). Refer to *Employment after Retirement* for information on restrictions of employment of retirees in Texas public schools.

Keeping Member Addresses Current with TRS is no longer accepting requests to update member addresses from TRS-covered employers. This means members will need to update their addresses with employers and with TRS. A member's address of record is the address TRS uses to mail confidential information regarding a member's account and, if a member doesn't opt for direct deposit, TRS uses this address to mail benefit payments due to members. For security reasons, a member is required to notify TRS of a change of address in one of three ways:

1. Written notice. This letter must contain the member's social security number or the member's TRS Participant ID number and the member's signature.

2. Change of Address Notification form (TRS 358). Members may print this from the Forms page of the TRS website.

3. Online as a registered user of MyTRS

Other Benefit Programs

Crowley ISD Board Policy Manual – Policy FDA (Local)
Crowley ISD Board Policy Manual – Policy CRG

Nonresident district employees may apply to the board for permission to transfer their children to district schools, tuition free. The request for the transfer shall be made at the time of employment or before the designated deadline for transfer requests. Students attending school under this condition shall not be provided transportation.

The district offers most of the tax-sheltered annuities offered under the approval of the Teachers Retirement Fund. Please refer to U.S. Employee Benefits Services Group website for a listing of approved vendors. Employees should contact the Payroll Department for more information.

Employee Child Development Center

The Employee CDC provides child care services for children and grandchildren of Crowley Independent School District employees. All eligible and interested families are encouraged to register for child care services immediately. CISD employees that are expecting a child are also encouraged to register for child care services as soon as possible. The center operates on a first come first served basis. In order to register for child care services parents must pay a **nonrefundable registration fee of $150**. Parents are encouraged to call the Employee CDC to get information about registration and waitlists. Children will be placed on a waitlist if the Employee CDC is unable to accommodate enrollment because there is no space in the desired class.

Enrollment is based on classroom availability. The Employee CDC is open to children ages six weeks through five years old. If your child turns five years old before September 1, they are not eligible for child care services. Children are placed in classes according to their age and development. Once a child is enrolled, he/she is guaranteed a space for the following school year provided at least one parent or grandparent is still employed by Crowley Independent School District **and** the employee completes the enrollment paperwork for the upcoming school year. If a parent is no longer employed by Crowley Independent School District their child will no longer be eligible for child care services.

If an employee resigns or is terminated from the district, childcare ends the same day as the employee's final duty day. The employee's final childcare expenses will be deducted from their final payroll check. Child care tuition will not be prorated.

Parents may withdraw their child from the Employee CISD with at least 30 days' notice. A withdrawal form must be completed as documentation of the parent's intent to withdraw. The Employee CDC Director will notify payroll of the employee's intent to withdraw from child care services.

Tuition and other fees are divided by 10 months and can be found on the Crowley ISD website at http://crowleyisdtx.org/childcare. This amount is deducted from the employee's payroll check each month. In addition to monthly tuition, parents will have a **one-time** annual supply fee of $75 per child deducted from their first payroll check after the child care services have been rendered. Alternate payment arrangements are not available at this time. The Employee CDC does not prorate tuition due to holiday

breaks, absences, or school closures. If the district closes for inclement weather the CISD CDC will also close.

Please contact the Director of the Child Development Center for more information. Information is also available at http://crowleyisdtx.org/childcare.

Leaves and Absences

Crowley ISD Board Policy Manual – Policy DEC
Crowley ISD Board Policy Manual – Policy DECA
Crowley ISD Board Policy Manual – Policy DECB
Crowley ISD Board Policy Manual – Policy CRD
Crowley ISD Board Policy Manual – Policy DBB
Crowley ISD Board Policy Manual – Policy DED
Crowley ISD Board Policy Manual – Policy DG

The district offers employees paid and unpaid leaves of absence in times of personal need. This section 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 three days should call the Human Capital Management Department for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in half-day increments. Earned compensatory time must be used 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:

1. Local leave.
2. State sick leave accumulated before the 1995–96 school year.
3. 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. Employees are required to enter all absences into Frontline Absent Management for Absences system. Upload your scanned absence-related documentation or certification to the leave of absence request in Frontline. Pre-planned absences should be entered prior to the day of the absence. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for 3 days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

Immediate Family. 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 other individual who stands *in loco parentis* to the employee.
- Sibling, stepsibling, and sibling-in-law

- Grandparent or grandchild
- Any person residing in the employee's household at the time of illness or death

For the purposes of family 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).

Medical Certification. Any employee who is absent more than three consecutive workdays because of a personal illness or illness in the immediate family must scan and email to Human Resource 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 district may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent or child or for military caregiver leave.

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.

Continuation of Health Insurance. Employees on an approved leave of absence other than family and medical leave (FML) may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the FMLA will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-ActiveCare rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than family and medical leave (FML). If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Excessive Absences

Unauthorized absences, chronic absences, tardiness, and failure to follow procedures for reporting absences will warrant disciplinary action unless an employee is absent on FMLA or Temporary Disability. The following absences are considered excessive:

- Any occurrence of absence after the employee's annual leave balance is depleted.
- Any occurrence of absence that is not covered by District leave and absence guidelines.
- Any occurrence of absence without pay, unless approved by the supervisor at least 24 hours in advance.

Excessive use of sick leave without a doctor's excuse or medical certification may be viewed as abuse of the sick leave system. A supervisor reserves the right to request a doctor's excuse at any time an employee has excessive absenteeism.

State and Local Leave

State Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of ½ day for each 18 workdays of employment, up to the statutory maximum of five workdays annually and is available for use at the beginning of the year. 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.

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

Local Leave

All full-time employees shall earn paid local leave per school year as follows:

- Five workdays for employees in positions normally required to work up to 212 calendar days per school year.
- Six workdays for employees in positions normally required to work 217, 221, and 226 calendar days per school year.
- Seven workdays for employees in positions normally required to work 260 or more calendar days per school year.

Local leave shall accumulate to a maximum of 120 workdays. Local leave shall be used according to the terms and conditions of state personal leave.

Nondiscretionary and Discretionary Leave

Nondiscretionary. Leave taken for personal or family illness, a family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advanced planning. Nondiscretionary leave may be used in the same manner as state sick 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 submit a request to his or her principal or supervisor in advance of the anticipated absence. Discretionary personal leave will be granted on a first-come, first-served basis. 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.

Limitations on Discretionary Leave. Discretionary personal leave may not be taken for more than three consecutive days and shall not be allowed for campus personnel who hold an instructional position,

caregivers at the Child Development Center, CISD Police or medical staff when it affects the following listed below *:
1. The last working day before a school holiday
2. The first working day after a school holiday
3. The first day of school
4. The last day of school
5. A staff development day, teacher workday, or early release day
6. A day scheduled for end-of-class or end-of-year semester exams. Any day the campus is affected by state-mandated assessments or District-required tests.

* Local and/or state days may not be used to compensate for absences outlined above.

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 rata entitlement for the school year.

State Sick Leave

Sick Leave Bank

The district shall establish a sick leave bank that employees may join through an annual contribution of one day of local leave. Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave. A committee of five peer employees, selected by the superintendent, will review and determine eligibility based on severity of condition to draw days from the Sick Leave Bank. The determination is made based on the level of catastrophic conditions and requests are not guaranteed of approval. If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request. The superintendent or designee shall develop regulations for the operation of the sick leave bank that address the following:

- Membership in the sick leave bank, including the number of days an employee must donate to become a member;
- Procedures to request leave from the sick leave bank;
- The maximum number of days per school year a member employee may receive from the sick leave bank;
- The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
- Other procedures deemed necessary for the operation of the sick leave bank.

Auxiliary Employees

Auxiliary employees refer to full-time hourly employees in positions requiring 12 months and a minimum of 260 days of service.

Holidays

The total number of hours for a paid holiday shall not exceed the number of hours for a regularly scheduled workday, as defined in DEC (Local).

Paid holidays shall include Good Friday, Thanksgiving, the Friday immediately following Thanksgiving, Christmas Eve, and Christmas Day.

In addition, holidays for maintenance personnel shall include New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Juneteenth, July 4, Labor Day, and the week of Christmas Day.

Vacation

Auxiliary employees shall be eligible for two weeks of paid vacation each year of employment. After ten full years of employment, auxiliary employees shall be eligible for three weeks of paid vacation per year. Paid vacation must be used in the fiscal year (July 1 through June 30) in which it was earned.

Employees entering employment during the first 15 days of the month shall receive credit for a full month. Those entering employment during the last 15 days of the month shall not receive credit for the month.

Employees on any type of unpaid leave and not receiving a paycheck from the District shall not earn vacation time.

Twelve-month employees shall have vacation days advanced on July 1st of each year.

The Superintendent or department head may schedule employee use of vacation days to ensure efficient operations of the District and to reduce the District's liability.

The following regulations govern the use of accumulated vacation days:

1. Employees hired after July 1 shall have the number of earned days prorated.

2. All earned vacation days shall be used by June 30 of the year in which they were earned.

3. All vacation schedules must receive prior approval of the employee's supervisor.

4. In no case shall employees receive pay for vacation time in excess of the number of days earned to the date of termination of employment.

5. Vacation days may not be worked for additional pay.

It is the intent of the District that each employee schedules the use of all earned vacation each year. In the event that the employee is unable to schedule all of the vacation days, the employee shall lose those days.

Employees shall be paid for all vacation earned to date upon termination.

Family and Medical Leave (FML), also known as FMLA —General Provisions

The following text is from the federal notice, *Employee Rights and Responsibilities Under the Family and Medical Leave Act*. Specific information that the district has adopted to implement the FMLA follows this general notice.

Leave Entitlements
Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to foreign deployment of a military member who is the employee's spouse, child or parent.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

Benefits and Protections
While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

However, an employer's obligations to maintain health insurance coverage cease under FMLA if an employee's premium payment is more than 30 days past due. It is the responsibility of the employee to make arrangements with the Payroll & Benefits departments to ensure accurate and timely payment of all insurance premiums while the employee is out on FMLA.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

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.

*Special hours of service eligibility requirements apply to airline flight crew employees.

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. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement
Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

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.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

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 backward from the date an employee uses FML.

Use of Paid Leave. FML 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 FML, if applicable, and notify the employee that accumulated leave will run concurrently. Teachers have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child.

When an absent employee is eligible for FML, the district shall designate the absence as FML leave.

The district shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FML leave.

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FML leave, temporary disability leave, and/or assault leave, as applicable.

Combined Leave for Spouses. Spouses who are employed by the district are limited to a combined total of 12 weeks of FML leave to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver 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 FML 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 function. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML 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 FML 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 on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML 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 FML, the employee is able to 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 FML 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 FML or have questions should contact the Human Capital Management Department for details on eligibility, requirements, and limitations.

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 from the superintendent 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.

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 Capital Management Department 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 regular 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.

Job Protection Rights

Employees are entitled to be restored to the same or an equivalent position at the end of Family Medical Leave. Employees returning to work from temporary disability leave have no specific right to reinstatement to a particular position. The District is not required to hold a job open beyond 180 calendar days.

The following applies to the reinstatement of an employee at the end of temporary disability leave. The employee must submit a request to return to work 30 days prior to the return-to-work date. The employee is entitled to reinstatement at the school where he or she was assigned, subject to the availability of an appropriate position. 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.

Bereavement

Use of state and/or local leave for death in the immediate family shall not exceed five workdays per occurrence, subject to approval. If the bereaved employee shows that the five days are insufficient due to travel needs or family responsibilities, the employee may request of the superintendent or designee additional days of accumulated leave at full pay to continue the bereavement leave. Employees needing this type of leave must notify their immediate supervisor as soon as possible.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or 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 not responsible for purposes of criminal liability.

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. A report to the School Resource Officer, principal or local police must be made and determination of assault will be investigated. 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 paid leave is not available.

Court Appearances

Crowley ISD Board Policy Manual - Policy DEC
Crowley ISD Board Policy Manual - Policy DG

Absences due to compliance with a valid subpoena, other court appearances unrelated to an employee's personal business, or absences for jury duty, including service on a grand jury, shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance. 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 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. Employees must submit documentation of their need for leave for court appearance and/or jury duty with their leave of absence request to Human Capital Management. Verification of attendance from serving or dismissal must be submitted to Human Capital Management.

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 15 days of paid leave per fiscal year when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment After Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military

leave should contact the Human Capital Management Department. In most cases, the length of federal military service cannot exceed five years.

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 payroll office for details on eligibility, requirements, and limitations.

Leave for Peace Officers for Illness or Injury

Crowley ISD Board Policy Manual - Policy DEC

Mental Health Leave for Peace Officers and Licensed Telecommunicators

A District peace officer or licensed telecommunicator who experiences a traumatic event in the scope of employment shall be granted a maximum of three days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding mental health leave that address the following:

- Circumstances or reasons under which a peace officer or licensed telecommunicator may use mental health leave;
- Procedures for requesting mental health leave and maintaining the anonymity of the requestor;
- The administrator authorized to approve requests for mental health leave; and
- Other procedures deemed necessary for administering this provision.

Quarantine Leave for Peace Officers

A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding quarantine leave that address the following:

- Continuation of all employment benefits and compensation for the duration of the leave;
- Reimbursement for reasonable costs related to the quarantine; and
- Other procedures deemed necessary for administering this provision.

Payment for Accumulated Leave Upon Separation (Retirement)

Crowley ISD Board Policy Manual – Policy DEC

The following leave provisions shall apply to local leave accumulated beginning on the original effective date of this program.

An employee who retires from the District shall be eligible for payment for accumulated local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 90 days before the last day of employment. Noncontract employees must provide written notice at least two weeks before the last day of employment.
3. The employee has at least ten years of service with the District.

The employee shall receive payment for each day of accumulated local leave, to a maximum of $5,000, at one-half of the employee's daily rate of pay. If the employee is reemployed with the District, days for which the employee received employment 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.

Teacher, Paraprofessional, and Other Staff Member Absence Reporting Procedures

Absences must be entered into Frontline Absent Management for Absences system. Discretionary absences are expected to be entered prior to the date of the absence. Non-discretionary absences must be entered before the end of the day on the date the absence occurs. Contact the Human Capital Management department for any absence not reported in a timely manner.

When the staff member is able to return to work, he or she will notify the principal as soon as possible.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. We encourage you to share what you and/or others are doing to make CISD a success by telling your campus principal, department head or the Communications & Marketing department. We recognize the successes of our employees at CISD Board meetings, on the CISD website, through the local media and with other special events and activities.

District Communications

Throughout the school year, the Communications & Marketing department shares district successes and other relevant news to employees and the community. These communications occur through press releases, media pitches, board briefs, fliers, social media sites, updates to the district's website, and a web-based notification system for phone calls and emails.

Newsletters and other information relevant to CISD personnel are distributed throughout the year via email.

Complaints and Grievances

Crowley ISD Board Policy Manual – Policy DGBA

The Board of Trustees for the Crowley Independent School District has adopted specific grievance procedures for employees to follow when they are not able to resolve complaints.

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

If an informal conference regarding a complaint fails to reach the outcome requested, you may initiate the formal process by timely filing a written complaint on a form provided by the District.

The District has a three-level grievance process as described in Board Policy DGBA. The formal grievance process, including requests for appropriate grievance forms, should start with the campus or department administrator.

For questions or more information about the grievance process, contact Dr. Roslyn Bell, Director of Human Capital Management, at 817-297-5232 or Kim Sherfield, Director of Strategic Compensation, Recruitment and Retention, at 817-297-5200

Employee Conduct and Welfare

Standards of Conduct

Crowley ISD Board Policy Manual – Policy DH
Crowley ISD Board Policy Manual – Policy DHA

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 a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC by the superintendent. See *Reports to the Texas Education Agency* for additional information.

Unless authorized by the Superintendent during virtual instruction as a response to emergency operating procedures, employees shall not bring their own children or other person's children to CISD facilities during normal instructional/operational hours for the purpose of childcare or babysitting. This regulation applies to after school tutorials, Saturday sessions, summer school and other non-traditional instructional arrangements.

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

Purpose and Scope

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. (19 TAC 247.1(b)

Enforceable Standards

1. 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 knowingly 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 that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis 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 or knowingly 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, abuse, or distribution of controlled substances, prescription drugs, and toxic inhalants.
Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present**.**

2. 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 who provides information for a disciplinary investigation or proceeding under this chapter.
Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. 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.
Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

1. the nature, purpose, timing, and amount of the communication;
2. the subject matter of the communication;

3. whether the communication was made openly or the educator attempted to conceal the communication;
4. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
5. whether the communication was sexually explicit; and
6. whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

Crowley ISD Board Policy Manual – Policy DH

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 termination.

Employees 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.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is found in the above links, DH.

Harassment of Students

Crowley ISD Board Policy Manual – Policy DH
Crowley ISD Board Policy Manual - Policy DHB
Crowley ISD Board Policy Manual – Policy FFG
Crowley ISD Board Policy Manual – Policy FFH
Crowley ISD Board Policy Manual – Policy FFI
Crowley ISD Board Policy Manual – Policy DF

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. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced

prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse and Bullying* for additional information.

Procedures for reporting and investigating harassment of students can be found in the above links, Policy DF(Legal), DHB(Legal), and FFH(Local).

Alcohol and Drug Abuse Prevention

Crowley ISD Board Policy Manual – Policy DH

Crowley 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 can be found in the link above, DH(Legal).

Reporting Suspected Child Abuse

Crowley ISD Board Policy Manual – Policy DG
Crowley ISD Board Policy Manual – Policy GRA
Crowley ISD Board Policy Manual - Policy FFG

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 §26.001, 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 facility) within 24 hours after the employee first has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety, a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of a child (including a teacher), the report of alleged abuse or neglect must be made to DFPS even if a report is made to law enforcement.

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 DFPS can be made using the Texas Abuse Hotline (https://www.txabusehotline.org/Login/Default.aspx or (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, a person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district

is prohibited from 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 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, nurse or supervisor 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

Crowley ISD Board Policy Manual - Policy FFG

The district shall provide mandatory training to its key staff, such as teachers, counselors and administrators regarding sexual abuse, sex trafficking, and other maltreatment of children, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim of sexual abuse, sex trafficking, or other maltreatment, using resources developed by the Texas Education Agency.

The district has established a plan established by the Texas Department of Family and Protective Services (DFPS) for addressing sexual abuse and other maltreatment of children, which may be accessed at https://www.dfps.texas.govChild_Protection/Child_Safety/report_abuse.asp.

Reporting Crime

Crowley ISD Board Policy Manual - 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

Crowley ISD Board Policy Manual – 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. This documentation can be obtained through observation or substantiated and documented third-party information.

Fraud and Financial Impropriety

Crowley ISD Board Policy Manual – 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 shall include but not be limited to 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
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district

Violations of fraud and financial impropriety will result in disciplinary action by the district.

Personal Use of Electronic Communications

Crowley ISD Board Policy Manual - Policy CQ
Crowley ISD Board Policy Manual – Policy CY
Crowley ISD Board Policy Manual – Policy DHA

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites and applications (e.g., Facebook, X, LinkedIn, Instagram). Electronic communications also includes all forms of telecommunication such as landlines, cell/smart 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 communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform 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 communications 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/instant messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express, written consent of the Communications and Marketing Department.
- The employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor and is within the scope of their professional responsibilities. 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 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 DHA (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 DHA (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

Crowley ISD Board Policy Manual – 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 the 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.

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 email, text messages, instant messages, and any communication made through an Internet website/application, including a social media website/application or social networking website/application.
- *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* and should be reported immediately to the employee's supervisor.
- *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 is performing within the scope of their professional authority may use text messaging, and then only to communicate with their students for whom they have oversight. An employee who communicates with a student using text messaging shall comply with the following protocol:
- The employee shall make every effort to not communicate directly with any student between the hours of 8:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network or application 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 DH]

- Upon request from administration, an employee will provide the phone number(s), social network site(s) or application(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 email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor
- An employee shall notify his or her 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

Crowley ISD Board Policy Manual DH
Crowley ISD Board Policy Manual GB

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

Conflict of Interest

Crowley ISD Board Policy Manual - Policy CB
Crowley ISD Board Policy Manual – Policy DBD

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Crowley ISD Board Policy Manual – Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. 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.

Associations and Political Activities

Crowley ISD Board Policy Manual – Policy DGA

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 voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

Charitable Contributions

Crowley ISD Board Policy Manual – 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 fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from 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.

Safety and Security

Crowley ISD Board Policy Manual – Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. See *Emergencies* for additional information. The safety and security program includes:

1. Written guidelines and procedures for responding to emergencies. Emergency procedure guides are posted in every room in the district. All employees are responsible for reviewing and understanding the content of the guides.
2. Program activities intended to reduce the frequency of accidents and injury, including:
   a. Inspecting work areas and equipment.
   b. Training frontline staff and supervisory staff.
   c. Establishing safe work procedures and regulations.
   d. Reporting, investigating, and reviewing accidents.
   e. Promoting responsibility for District property on the part of students, employees, and the community.
3. All buildings and doors shall be locked at all times.
4. A Crowley ISD photo identification badge is required to be worn and visible at all times. In addition, contractors and their employees whose work takes them inside Crowley ISD occupied locations must display identification including their name and the company for which they work.

   Procedures for staff photo identification badges are:

- Employees should wear their Photo ID badge when hosting or appearing at school functions or events. Employees may wear their Photo ID badge while conducting business in the community at their discretion.
- The Photo ID badge may be used only by the individual to whom it was issued. Employees may not "loan" their Photo ID badge to anyone for any reason.
- Employees shall surrender the Photo ID badge to their supervisor or designee upon termination or separation of employment, beginning an extended leave of absence, or when requested.
- Photo ID badges provide a visible means of identification for Crowley ISD employees and help us know who belongs in a non-public work area and who does not. At their discretion, Crowley ISD employees observing people in confidential areas without appropriate identifications may approach the person to determine their status or may immediately report the person to a supervisor, or if an emergency situation, may request emergency services personnel, an SRO or call 911.A lost, stolen or misplaced Photo ID badge is to be reported within 24 hours to the employee's supervisor and office of Safety and Security. A replacement Photo ID badge will be issued as necessary and a record of the lost Photo ID badge will be noted. A fee may be charged to the employee for a new Photo ID.
- If an employee transfers from one department to another or an employee's name changes, a replacement Photo ID badge will be issued upon surrendering the old Photo ID badge.
- In case of a lost or stolen ID badge, the employee is responsible for notifying their campus administrator and the Safety and Security department on the next business day or as soon as possible.

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 at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using electronic devices that require both visual and manual attentions while the vehicle is in motion. Employees will exercise care and sound judgement on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact the Safety Department.

Duplication of Keys

Keys to any district buildings, vehicles, etc. shall not be duplicated. Unauthorized duplication of any CISD key may result in disciplinary action, including termination. Employees shall report any lost or damaged keys within 24 hours to their supervisor or principal. The following charges to employees will apply for lost, damaged or stolen keys, employee identification and proximity access cards. The only exception will be if items are stolen and a police report has been filed.

- Keys - $10.00 for each key replacement
- Employee identification badge and emergency procedure safety cards - $3.00
  Proximity access card - $5.00

Tobacco and Nicotine Products and E-Cigarette Use

Crowley ISD Board Policy Manual – Policy DH
Crowley ISD Board Policy Manual – Policy GKA
Crowley ISD Board Policy Manual – Policy FNCD

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. In addition, the district prohibits the use of smokeless products, electronic cigarettes, and any other electronic vaporizing device in all areas as described above.

"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.

Criminal History Background Checks

Crowley ISD Board Policy Manual – Policy DBAA

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

Employee Arrests and Convictions

Crowley ISD Board Policy Manual – 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, any offense involving moral turpitude, 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 includes, but is not limited to, the following:

- 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 defined in Chapter 481 of the Health and Safety Code
- Felony driving while intoxicated (DWI) or acts constituting abuse or neglect under the Texas Family Code

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

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history will be reported to TEA. Refer to Policies DHB (LEGAL) and DHC (LEGAL) for timelines and conduct that will result in reporting.

Possession of Firearms and Weapons

Crowley ISD Board Policy Manual – Policy DH
Crowley ISD Board Policy Manual – Policy FNCG
Crowley ISD Board Policy Manual – Policy 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, unloaded, 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 **immediately** to their supervisor or call School Resource Officer and the district's Safety and Security office at 817-297-5292.

Visitors in the Workplace

Crowley ISD Board Policy Manual – 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 directions or be escorted to their destination.

Employees who observe an unauthorized individual on the district premises should immediately escort him or her to the building office or contact the administrator in charge.

Prominent notices shall be posted at each campus requiring all visitors to first report to the campus administrative office. This shall apply to parents, board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the district, vendors, representatives of the news media, former students, and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Copyrighted Materials

Crowley ISD Board Policy Manual – Policy CY

Employees are expected to comply with the provisions of federal copyright law and policy relating to the 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.

Technology Resources

Crowley ISD Board Policy Manual – Policy CQ
Crowley ISD Board Policy Manual – Policy CQD

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 technology 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 or instant message 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 district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Technology Department.

Employee Agreement for Technology Usage

District use of electronic mail and other technology resources are not private and may be monitored at any time by Internet service providers, operators of system servers, and designated district staff to ensure appropriate use. Employees understand that district technology resources use is not private and that the district, Internet service providers, and system server operators will monitor my activity on the computer

system. Employees understand that employees are allowed to use district technology resources for educational purposes only during school hours. However, proper ethics shall be applied at all times.

Employees are responsible for abiding by the District's Acceptable Use Policy and its provisions. In consideration for the privilege of using Crowley Independent School District's technology resources, employees hereby release the Crowley Independent School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system. All employees are required to sign the

Technology Acceptable Use Policy at the time of hire. When accessing a CISD computer, employees must accept the Acceptable Use Policy in order to log on.

Asbestos Management Plan

Crowley ISD Board Policy Manual – 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 administration office and is available for inspection during normal business hours.

Pest Control Treatment

Crowley ISD Board Policy Manual – Policy DI
Crowley ISD Board Policy Manual – Policy CLB

Employees are prohibited from applying any pesticide or herbicide without appropriate 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 pest 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 on the main entrance. 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 facility managers upon request.

General Procedures

Emergency School Closing

Crowley ISD Board Policy Manual – Policy EB

The district may close schools 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 web site, social media sites, and notify:

KDFW Channel 4	*www.myfoxdfw.com*
KXAS Channel 5	*www.nbcdfw.com*
WFAA Channel 8	*www.wfaa.com*
KTVT Channel 11	*www.cbsdfw.com*
WBAP 820AM	*www.wbap.com*
KRLD 1080 AM	*www.wrld.com*

During an emergency closure, Crowley ISD staff and employees may be required to perform job duties including ability to conduct instruction, attend meetings and professional development, and make and receive phone calls in a virtual or remote workplace environment.

Emergencies

Crowley ISD Board Policy Manual – Policy CKC
Crowley ISD Board Policy Manual – Policy CKD

All employees should be familiar with the safety procedures for responding to emergencies including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings.

Employees should know the location of these devices and procedures for their use. All employees shall follow the safety procedures outlined in Emergency Procedures Guides posted in every room.

Purchasing Procedures

Crowley ISD Board Policy Manual – Policy CH

All requests for purchases must be submitted to the Finance Department on an official district purchase order (PO) with the appropriate approvals. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Any employee creating or authorizing such a commitment prior to securing a purchase order number will be subject to disciplinary action up to and including being held personally liable for payment of such agreement and/or being liable to prosecution under the Texas Penal Code Chapter 39 Abuse of Office, Section 39.01 and/or termination. Additionally, employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Finance Department for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must maintain their personal information (e.g., changes or corrections to their home address, contact telephone number, marital status, or emergency contact) in Skyward. Changes that cannot be made in Skyward, such as beneficiary information or payroll deductions, should be reported to the Payroll Department. Name changes must be entered in Eduphoria.

Personnel Records

Crowley ISD Board Policy Manual - Policy DBA
Crowley ISD Board Policy Manual – Policy GBA

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Social Security number

- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be done at any time by submitting a written request to the Human Capital Management Department. New or terminated employees have 14 days after hire or termination to submit a request. 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. And employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

Facility Use

Crowley ISD Board Policy Manual – Policy DGA
Crowley ISD Board Policy Manual – Policy GKD

Employees who wish to use district facilities after school hours must follow established procedures. The Technology Department is responsible for scheduling the use of facilities after school hours. Contact the Technology Department to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Crowley ISD Board Policy Manual – Policy DFE
Crowley ISD Board Policy Manual - Policy DHB

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written, signed notice is received at least 45 days before the first day of instruction of the following school year. Notice of resignation should be submitted to the Superintendent and the Human Capital Management Department by completing the 2026-2027 Resignation form in Skyward. This form can be accessed through Employee Access in Skyward. If you have any questions about the resignation form, please reach out to Karen Robertson at karen.robertson@crowley.k12.tx.us.

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 the superintendent of an educator's resignation within seven business days of the following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with 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 is required to report such conduct to SBEC.

Principals should provide notice to the parent or guardian of a student with whom a person employed by or acting as a service provider for the entity is alleged to have engaged in the following misconduct:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor.
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor.
- Engaged in inappropriate communication with a student or minor.
- Failed to maintain appropriate boundaries with a student or minor.

The parent or guardian must be informed of all of the following:

- That the alleged misconduct occurred
- Whether the person was terminated following an investigation or resigned before completion of an investigation
- Whether a report was submitted to SBEC or TEA

The notice must be provided as soon as feasible after the district becomes aware that alleged misconduct may have occurred.

Noncontract employees. Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to their immediate supervisor 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 or director is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days for any of the following:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor,
- Was involved in or solicited a romantic relationship with a student or minor
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The superintendent is required to report such conduct to TEA.

All employees leaving the District are encouraged to complete the CISD Exit Survey. The link is included in the employee exit letter sent by the Human Capital Management Department. The survey is anonymous and your participation is appreciated.

Dismissal or Nonrenewal of Contract Employees

Crowley ISD Board Policy Manual – DF series
Crowley ISD Board Policy Manual - DHB
Crowley ISD Board Policy Manual – DPA
Crowley ISD Board Policy Manual – DPB

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 non-renewed 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 reporting requirements for termination of a contract employee are the same as those listed above in Resignations/Contract Employees.

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 Noncontract Employees

Crowley ISD Board Policy Manual – Policy DHC
Crowley ISD Board Policy Manual – Policy DCD
Crowley ISD Board Policy Manual – Policy DPA
Crowley ISD Board Policy Manual – Policy DPB

Noncontract 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, sex, 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. Noncontract 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. See *Complaints and Grievances*.

The reporting requirements for termination of a noncertified employee are the same as those listed above in Resignations/Noncontract Employees.

Discharge of Convicted Employees

Crowley ISD Board Policy Manual – Policy DF

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If the Title 5, Penal Code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction, the requirement to discharge does not apply.

Prohibition on Diversity, Equity, and Inclusion

Crowley ISD Board Policy Manual – Policy DF
Crowley ISD Board Policy Manual – Policy 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

Crowley ISD Board Policy Manual – Policy DF
Crowley ISD Board Policy Manual – Policy 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

Crowley ISD Board Policy Manual – Policy DC
Crowley ISD Board Policy Manual – Policy CY

An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the district.

Exit interviews will be scheduled by the Payroll Department 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 are asked to ensure that their forwarding address and phone number in Employee Access is correct and complete an exit survey that provides the district with feedback on his or her employment experience. All district keys, proximity access cards, employee photo identification badge and emergency procedure safety cards, books, property, including intellectual property, and equipment must be returned to the employee's supervisor upon separation from employment.

Reports to Texas Education Agency

Crowley ISD Board Policy Manual – Policy DF
Crowley ISD Board Policy Manual - Policy DHB
Crowley ISD Board Policy Manual – Policy DHC

In accordance with Senate Bill 571, the conduct of an employee must be reported to TEA, if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The parent or guardian must be informed of all of the following:

- That the alleged misconduct occurred
- Whether the person was terminated following an investigation or resigned before completion of an investigation
- Whether a report was submitted to SBEC or TEA

The notice must be provided as soon as feasible after the district becomes aware that alleged misconduct may have occurred.

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 property or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

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

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

Crowley ISD Board Policy Manual – Policy FB
Crowley ISD Board Policy Manual – Policy FFH

In an effort to promote nondiscrimination and as required by law, Crowley ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the district Title IX Coordinator for students:

Daryle Moffett – Coordinator
Chief of Student Services
1900 Crowley Pride Drive
Fort Worth, Texas 76036
daryle.moffett@crowley.k12.tx.us
817-297-5800

Kimberly Sherfield – Assistant Coordinator
Director of Strategic Compensation, Recruitment
1900 Crowley Pride Drive
Fort Worth, Texas 76036
kimberly.sherfield@crowley.k12.tx.us
817- 297-5800

Questions or concerns about discrimination on the basis of a disability should be directed to the district ADA/Section 504 Coordinator for students:

Trina Lane, Executive Director of Counseling Services
1900 Crowley Pride Drive
Fort Worth, Texas 76036
trina.lane@crowley.k12.tx.us
817-297-5800

All other questions or concerns relating to discrimination based on any other reason should be directed to the Superintendent.

Animals in Classroom and/or School Property

Crowley ISD Board Policy Manual – Policy FBA

Under the ADA, State and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. The regulations require public entities, including K-12 school districts and community college districts, to modify their policies, practices, and/or procedures to allow for the use of service animals by individuals with disabilities, including students, school staff, and visitors.

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. **Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.**

Establishments that sell or prepare food must allow service animals in public areas even if the state or local codes prohibit animals on the premises.

A written request for the use of a therapeutic animal must be approved by the campus principal and the School Administration department. The following documentation must accompany the written request:

- **Medical documentation from a licensed professional for the student and/or employee to whom the animal will accompany;**
- **Certificate of eligibility for the animal offering therapeutic assistance;**
- **Current vaccination records of animal offering therapeutic assistance;**
- **Leash and/or restraint required**

Appropriate safety guidelines for handling all classroom animals should be followed. Please contact the Director of District Safety and Security or District Safety and Security Coordinator with questions or concerns.

- Due to the rise of reptile-associated salmonellas, reptiles will not be allowed in classrooms. The Center for Disease Control advises against unsupervised handling of reptiles by children under the age of 12.
- No hamsters, rabbits, monkeys, or sugar gliders are allowed in classrooms.
- Fish/fish tanks are allowed. Appropriate safety guidelines for handling all classroom animals should be followed.

Student Records

Crowley ISD Board Policy Manual – 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 principal for assistance.

Parent and Student Complaints

Crowley ISD Board Policy Manual – 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 teachers 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

Crowley ISD Board Policy Manual – Policy FFAC
Crowley ISD Board Policy Manual – Policy FFAF

Only designated employees may administer prescription and/or nonprescription medication to students. Exceptions apply to the administration of medication for respiratory distress and opioid antagonists, 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 have a Medication Administration Form signed by his or her parent or guardian 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

Crowley ISD Board Policy Manual – Policy DH
Crowley ISD Board Policy Manual – Policy 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

Crowley ISD Board Policy Manual – 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

FN Series
FO Series

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

Student Attendance

Crowley ISD Board Policy Manual – 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 provide a written note from a parent or legal guardian or provide a certified doctor's note within seven days. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Crowley ISD Board Policy Manual – Policy FFI
Bullying is defines by TEC §37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted as follows at the above link (FFI).

Hazing

Crowley ISD Board Policy Manual – 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.

Professional Dress Guidelines

The image Crowley ISD projects to the public is reflected in the professionalism of its employees. Appropriate attire and grooming are an important part of this professionalism. An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent. [Board Policy DH (Local)]

Additional Guidelines

All Staff		
• **A Crowley ISD photo identification badge is required to be worn and visible at all times.** • The district reserves the right to require masks, face coverings and/or face shields as part of professional dress guidelines. • Clothing should convey a professional image by being coordinated, modest and appropriate for a business setting. Any clothes that are too tight, too short or too revealing are not appropriate for the workplace. • T-shirts such as school spirit shirts or college t-shirts may be worn on days designated as spirit days by the principal. • Sweatpants, wind pants, warm-ups and cargo style pants and jeggings or leggings worn as pants are not considered appropriate for the workplace. An exception is made for PE or athletic classes. Shorts are allowed to be worn in PE or athletic classes as appropriate; coaches are to wear long pants when not in PE or athletic classes and follow the regular professional guidelines for men and women while in the regular classroom. • Jeans are only acceptable for campus-based staff on days designated by the principal such as spirit or incentive days. Employees should ensure that jeans worn to work fit appropriately, are not torn or overly faded and do not show signs of excessive wear. Low rise jeans that prevent modesty are not acceptable. • Scrubs and sensible or athletic shoes may be worn by nurses and employees that work with PPCD, Life Skills, RISE, BIC, FA, BA and the Child Development Center. • For uniformed employees, all employees will continue to wear the approved department uniform and follow campus-based personnel dress guidelines. • Tennis or athletic shoes are acceptable only on spirit days for all personnel at the discretion of the principal and are also acceptable daily by personnel in PE or athletics classes.		
	Men	**Women**
Shirts/Tops	• Acceptable shirts/tops include: short or long-sleeved collared shirts, such as polo style, oxford style, dress shirts, turtlenecks (preferably worn with sport coat or jacket), and sweaters (pullover and cardigan style). All shirts are to be tucked in unless it's a sweater or cardigan.	• Acceptable shirts/tops include: collared or uncollared, pullover or button style. All shirts are to be tucked in unless it's a sweater or cardigan. Sleeveless or cap-sleeved shirts/tops are not considered professional and as such, should only be worn under a jacket or a shirt-jacket at all times.
Pants	• Acceptable pants include: tailored dress slacks or business casual	• Acceptable pants/skirts/dresses include: tailored or business casual pants, pant sets, and business pant suits. May wear capri pants when

		worn as a part of a suit or a coordinated outfit and must extend at least to mid-calf. Skirts should be of a modest, professional length, falling at or just above the knee.
Footwear	• Acceptable footwear includes: dress shoes or casual shoes, such as leather-like, suede or loafer styles, and boots. Sandals should not be worn to work.	• Acceptable footwear includes: dress shoes or pumps, leather-like, suede or loafer style shoes, boots, closed-toed shoes or closed-toed slide styles, open-toed shoes/sandals with a dress appearance and dress heel.

Unacceptable attire for the workplace regardless of department:
• Rubber or plastic flip-flops, slides, or house slippers are not to be worn
• Torn or worn-out clothing
• Pants with frayed hems or that drag the ground
• Tight fitting or revealing clothing
• Tops with spaghetti straps without a jacket
• Tank tops without a jacket
• Clothing that shows bade midriffs
• Shorts/skirts/leggings

Other inappropriate items:
• Visible excessive tattoos and/or body piercings that distract or take away from the academic climate.

If you have any doubts about your attire, it is probably best not to wear it. The administration has the authority to determine any inappropriate dress or faculty and staff.

Key Employment and Student Discipline Policies

All employees are offered electronic access to and/or receipt of a paper copy of the following employment policies required under Education Code 21.204(d) and student discipline policies required under Education Code 37.018.

Crowley ISD Board policies that require your review include (LEGAL) and (LOCAL) policies, regulations and exhibits found at the following codes in the local policy manual:

Policy Code	**Policy Title**
None	CISD Student Code of Conduct
DBAA (LEGAL and LOCAL)	Criminal History and Credit Reports
DBD (LEGAL and LOCAL)	Conflict of Interest
DEC (LEGAL and LOCAL)	Leaves and Absences
DECA (LEGAL)	Leaves and Absences: Family and Medical Leave
DECB (LEGAL)	Leaves and Absences: Military Leave
DH (LEGAL and LOCAL)	Employee Standards of Conduct
DI (LEGAL and LOCAL)	Employee Welfare – required for new employees
DI (EXHIBIT)	Drug-Free Workplace Requirements – required for new employees
DIA (LOCAL)	Employee Welfare: Freedom from Discrimination,

	Harassment and Retaliation
DGBA (LEGAL and LOCAL)	Personnel-Management Relations: Employee complaints/Grievances
FFG (LEGAL)	Student Welfare: Child Abuse and Neglect
FFG (EXHIBIT)	Student Welfare: Child Abuse and Neglect
FFH (LOCAL)	Student Welfare: Freedom from Discrimination, Harassment and Retaliation
FFI (LOCAL)	Student Welfare: Freedom from Bullying
FN (LOCAL)	Student Rights and Responsibilities – required for Teachers and Administrators
FNC (LEGAL)	Student Rights and Responsibilities: Student Conduct
FO (LOCAL)	Student Discipline – required for Teachers and Administrators
GRA (LEGAL and LOCAL)	Relations with Governmental Entities – State and Local

Annual Policy Alerts as of July 2023

Required Information

For all employees

Discrimination, harassment, and retaliation

To ensure that employees understand how to report and respond to allegations of prohibited discrimination, harassment, and retaliation, the policies and exhibits below should be distributed annually to employees and should be available at each campus and at the district's administrative offices. It is imperative that all employees be aware of and trained on their responsibility to respond immediately and appropriately if the employee suspects or receives notice that a student has or may have experienced prohibited conduct. Relevant policies include the following:

- DH and FO — Policies and exhibits addressing standards of conduct for employees and students. Please note that revisions to FO(LOCAL) were recommended as part of Update 120.
- DIA, FB, and FFH — Policies regarding discrimination, harassment, and retaliation, including the relevant exhibits containing contact information for reporting such behavior, for employees and students.

Bullying

A separate policy, FFI(LOCAL), addresses student bullying, including cyberbullying, and establishes procedures for reporting and investigating allegations. State law requires that the policy and necessary procedures be included in the student and employee handbooks and the district improvement plan and be posted on the district's website to the extent practicable. Additionally, because this conduct may also rise to the level of discrimination or harassment if based on a protected characteristic, this policy should be distributed to employees along with FFH(LOCAL) and (EXHIBIT).

Commissioner rules require that districts distribute policies pertaining to child abuse and neglect to all employees at the beginning of each school year and regularly review the policies, including procedures for reporting suspected child abuse or neglect, in staff development

programs. As part of the staff development programs, districts should also review their policy and programs addressing sexual abuse, trafficking, and other maltreatment of students. These programs must be included in the district improvement plan and the student handbook, and districts must also provide training for increasing staff awareness about sexual abuse, trafficking, and other maltreatment of children, including prevention techniques and warning signs.

Policy information may be found at the following codes:

- BQ(LEGAL), referring to the district plan for addressing sexual abuse and other maltreatment of children.
- DH(LOCAL) and (EXHIBIT), addressing employee standards of conduct.
- FFG(LEGAL) and (LOCAL), addressing child abuse and neglect, trafficking, and maltreatment of students.
- GRA(LEGAL) and (LOCAL), addressing child abuse investigations

Drug-free workplace

Federal law requires districts to publish a statement notifying employees about the district's drug-free workplace. This statement is found at DH(LOCAL), which must be provided to employees.

For teachers and administrators

Student discipline

Education Code 37.018 requires districts to provide each teacher and administrator with a copy of Chapter 37, sections 37.001 through 37.023, addressing student discipline, as well as a copy of relevant local district policies. In addition to the Chapter 37 sections, Policy Service recommends that districts provide all local policies in the FN and FO series to teachers and administrators. For your convenience, an updated copy of Chapter 37 is on the Policy Service Student Discipline web page.

For term contract employees

"Employment policies"

Education Code 21.204(d) requires the board to provide each teacher with a copy of the teacher's contract and, at the teacher's request, a copy of the board's employment policies. The district must also post its employment policies online. Upon request, the board must make a copy of the employment policies available for inspection at each school within a reasonable time. The law does not specify which policies are considered "employment policies."

Policy Code	Policy Title
DAA	Equal Employment Opportunity
DBAA	Pre-Employment Reviews
DBD	Conflict of Interest
DC series	Employment Practices
DEA series (U121)	Compensation Plan
DEC series	Leaves and Absences
DF series	Termination of Employment
DG	Employee Rights and Privileges
DGBA	Employee Complaints/Grievances
DH series	Employee Standards of Conduct
DI series	Employee Welfare
DK	Assignment and Schedules
DN series	Performance Appraisal

For employees who enforce meal policies

The United States Department of Agriculture (USDA) requires districts to provide their written meal charge policy, CO(LOCAL), to all school staff responsible for policy enforcement. This includes food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspects of the meal charge policy. Also, the USDA recommends that districts inform the following individuals of the policy: school social workers, school nurses, homeless student liaisons, other staff members who assist children in need or who may be contacted by families with unpaid meal charges, principals, and other administrators.

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

Mandated postings

Employment policies, regulations, and forms

State law requires a district to post on its website the employment policy required by Education Code 11.1513(a) and the full text of any regulations referenced in the policy. Any forms referenced in the policy must be made available on the district's intranet or at the district administrative office if the district does not maintain an intranet website accessible to district employees.

The board policy topics required by Education Code 11.1513(a) address board employment and evaluation of the superintendent, the superintendent's authority to make hiring recommendations to the board and any board delegation to the superintendent for final hiring authority, and approval by the principal of campus staff assignments.

Work-site notices

A number of work-site notices — on topics ranging from workers' compensation rights to pest control treatments — must be posted. Posted information should be placed in several different accessible areas (for example, teacher workrooms, kitchens, transportation offices, and adjacent to mailboxes) where employees at each worksite are most likely to see them.

Other Important Information

District goals and planning

Policy code	Topic
AE	District educational philosophy
BQ series	District- and campus-level planning

Instruction, students, and parents' rights

Policy code	Topic
EF series	Instructional resources
EHBAF	Video cameras in special education settings
EIA	Grading standards and grade reporting
EIE	Promoting and retaining students
FB series	Protection of students from unlawful discrimination
FE series	Student attendance
FFAC	Providing medical treatment or medication to students
FFAD	Excluding students with communicable diseases
FFAF	Care plans for students at risk for anaphylaxis
FFB series	Crisis intervention and trauma-informed care
FFG	Mandated reporting of child abuse and neglect
FFH	Freedom from discrimination, harassment, and retaliation
FFI (U121)	Freedom from bullying (including cyberbullying)
FL	Safeguarding privacy of student records
FNA	Student expression
FNAA	Distribution of non-school literature
FNAB	Use of school facilities for non-school purposes

Policy code	Topic
FNG (U120)	Handling student/parent complaints; parents' rights
FO (U120)	Student discipline
GRA	Interaction of police and child protective services with students on campus

Personnel

Policy code	Topic
CAA	Financial ethics
CB	Federal conflicts of interest
CDC	Solicitation of gifts
CK series (U120 & U121)	Employee safety practices and crisis management
CQ series	District technology and electronic communications
CQB	Cybersecurity
CRD	Health and life insurance
CY	Intellectual property and copyright
DAA	Equal employment opportunity
DBAA	Criminal history and credit reports
DBD	Conflict of interest
DC series	Employment practices
DEA series (U121)	Compensation plan
DEC series	Employee leaves and absences
DEE	Requirements for expense reimbursement
DF series	Termination of employment
DGBA	Process for employee complaints and grievances
DH	Employee standards of conduct
DHE	Alcohol/drug screening and other searches of employees
DIA	Freedom from discrimination, harassment, and retaliation
DK	Assignment to positions; transfers
DN series	Employee evaluation/appraisal
GBA series	Confidentiality of personnel records; public and nonpublic information
GBBA	News media relations and communications during a crisis
GKA	Community relations and conduct on school premises
GKD series	Non-school use of school facilities and distribution of non-school literature

Electronic access is accessible at Crowley ISD Policy On Line.

Contact the Human Capital Management department if you wish to receive a paper copy of the Board policies.

If you have any questions regarding these Board policies or accessing thereof please direct those questions to Ruby Batiste, Deputy Chief of Staff, at 817-297-5800.