Carrollton-Farmers Branch ISD

2026-2027

Employee Handbook

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Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. This handbook and the information within are subject to change at any time by the district.

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 https://pol.tasb.org/PolicyOnline?key=359. The online version serves as the official, most current, and updated record of all District policies.

Message From The Superintendent

Dear CFB Family,

We are so proud that you've chosen to join or continue your legacy with Carrollton-Farmers Branch ISD for the 2026–27 school year. Across our district, our mission of high expectations for all applies to everyone—students and staff alike. As this year's journey begins, I am truly excited for everything we will accomplish together. Your path here holds endless possibilities, and the lives you will impact are immeasurable.

CFBISD embraces a population representing 90 countries and 66 languages. We welcome every student with open arms and are deeply committed to providing real-world opportunities for high achievement. We deliver on this promise through technology-driven campuses, more than 60 programs of choice, 14 Texas Education Agency–approved programs of study, and 44 Career and Technical Pathways at the high school level.

Every day, I am inspired by the talent and heart of our students and staff. From academic and athletic triumphs to artistic endeavors and community service, our district never ceases to amaze me. Together, we celebrate these remarkable accomplishments as we work toward shaping a brighter future.

This employee handbook is designed to help you navigate personnel policies and procedures as you work in your role. If you ever have questions or need guidance, please reach out to your supervisor or the team members listed in each section. We are all here to help you succeed.

It is not said enough: Education is a noble profession. It's a true calling that changes lives and shapes generations. Thank you for bringing your gifts, your passion, and your heart to our district. I am deeply grateful for your dedication to our students and to CFBISD.

Have a great year,

Dr. Wendy Eldredge

Dr. Wendy Eldredge
Superintendent

2026-27 EMPLOYEE HANDBOOK UPDATES

A quick guide to the changes staff need to know

The 2026-27 handbook update aligns employee guidance with current policy and legal requirements. Review the highlights below and consult the full handbook for complete language and local procedures.

NEW EXPECTATIONS

- **Diversity, equity, and inclusion (SB12):** A new section addresses prohibited employee Diversity Equity Inclusion (DEI) activities, with policy references and local guidance.
- **Classroom instruction:** A new section addresses prohibited classroom instruction, with policy references and local guidance.
- **Qualifications notices:** Parent-notification language now includes applicable positions, including substitutes; DOI exemption language was removed.
- **Safety and mental health training:** Training language and documentation requirements were updated for covered employees and positions.

REPORTING AND PROFESSIONAL CONDUCT

- **Suspected child abuse:** The handbook emphasizes the 24-hour reporting timeline and states that a report to DFPS is required even when a report is made to law enforcement.
- **Reports to TEA:** The update adds a 48-hour reporting timeline and a seven-day timeline for certain certified-employee misconduct.
- **Standards of conduct:** Policy references and superintendent reporting language were updated.
- **Educator ethics:** Factors under Standard 3.9 were renumbered to align with policy.
- **CFBISD Boundary Expectations**

OTHER CHANGES AT A GLANCE

Technology and communications Policy references were updated; “licensed therapists” was changed to “school psychologists” in employee, student, and parent communications guidance.	**Tobacco, nicotine, and e-cigarettes** Language was aligned with law, and the policy/Health and Safety Code definition of “e-cigarette” was added.
Leave and jury duty Leave policy references were added; local guidance notes that personal leave may not be reduced for jury duty.	**Resignations and separation** Reporting guidance and policy references were updated for resignations, dismissals, and nonrenewals.

WHAT STAFF SHOULD DO

Read the updated handbook, complete any required training, submit required documentation, and follow district reporting procedures and timelines. Direct questions to Human Resources or your supervisor.

This summary is provided for informational purposes only and does not replace the 2026-2027 Employee Handbook. Employees are responsible for reviewing and complying with all Handbook provisions. In the event of any conflict, inconsistency, or subsequent revision, the version of the Employee Handbook posted on the District's website shall be the official, controlling, and most current version.

District Information

Vision and Goals
Policy AE

Motto

High Expectations for ALL

Vision

CFBISD will be an exceptional learning community where all graduates impact and excel in a complex, interconnected, and ever-changing world.

Value Statements

CFBISD BELIEVES IN…

- Excellence in ALL learning opportunities
- A growth mindset for students, faculty, and staff
- Ongoing partnerships with the community
- Support & love of the whole student

Board of Trustees
Policies BA, BB series, BD series, and BE series

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

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected by the citizens of Carrollton-Farmers Branch ISD and serve 3-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Cassandra Hatfield - President
- Kim Brady - Vice President
- Ileana Garza-Rojas - Secretary
- Marjorie Barnes - Member
- Carolyn Benavides - Member
- Paul Gilmore – Member
- Cinthya Noda Vazquez – Member

The board usually meets first Thursday of the month at 7:00 pm. In the event that large attendance is anticipated, the board will notify the public of venue. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and 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.

Board Meeting Schedule

All school board meeting dates can be found online at https://www.cfbisd.edu/about-us/board-of-trustees/board-meeting-dates

School Calendar

The district academic calendar and all workday calendars can be found online at https://www.cfbisd.edu/about-us/district-calendar

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.

- Main Administration Building: 972-968-6100
- Human Resources: 972-968-6161
- Payroll: 972-968-6121

- Employee Benefits: 972-968-6120
- Workers Compensation: 972-968-6119
- Security: 972-968-6428 (24 hrs./day)

School Directory

HIGH SCHOOLS

Creekview HS
Keith Davis, Principal
3201 Old Denton Road
Carrollton, Texas 75007
972-968-4800

Newman Smith HS
Isaiah Young, Principal
2335 North Josey Lane
Carrollton, Texas 75006
972-968-5200

R. L. Turner HS
Ivan Cedillo, Principal
1600 South Josey Lane
Carrollton, Texas 75006
972-968-5400

Ranchview HS
Robert Atchison, Principal
8401 Valley Ranch Pkwy East
Irving, Texas 75063
972-968-5000

Early College HS
Timothy Isaly, Principal
3939 Valley View Lane
Farmers Branch, Texas 75234
972-968-6200

MIDDLE SCHOOLS

Charles M. Blalack MS
Brian Anderson, Principal
1706 Peters Colony
Carrollton, Texas 75007
972-968-3500

Barbara Bush MS
Lacey Ramirez-Gonzalez, Principal
515 Cowboys Parkway
Irving, Texas 75063
972-968-3700

Vivian Field MS
Staci Jackson, Principal
13551 Dennis Road
Farmers Branch, Texas
972-968-3900

DeWitt Perry MS
Calvin Capps, Principal
1709 Beltline Road
Carrollton, Texas 75006
972-968-4400

Ted Polk MS
Jose Ramos, Principal
2001 Kelly Boulevard
Carrollton, Texas 75006
972-968-4600

ELEMENTARY SCHOOLS

Dave Blair Elementary
Tiffany Milton, Principal
14055 Heartside
Farmers Branch, Texas 75234
972-968-1000

L.F. Blanton Elementary
Tricia Badillo, Principal
2525 Scott Mill Road
Carrollton, Texas 75006
972-968-1100

Carrollton Elementary
Samantha Gonzalez, Principal
1805 Pearl Street
Carrollton, Texas 75006
972-968-1200

Country Place Elementary
Shamsah Sheikh, Principal
2115 Raintree
Carrollton, Texas 75006
972-968-1400

Dale B. Davis Elementary
Reina Jaramillo, Principal
3205 Dorchester
Carrollton, Texas 75007
972-968-1500

Farmers Branch Elementary
Rachel Langston, Principal
13521 Tom Field Road
Farmers Branch, Texas 75234
972-968-1600

Bernice Chatman Freeman
Charlotte Thomas, Principal
8757 Valley Ranch Parkway
Irving, Texas 75063
972-968-1700

R.E. Good Elementary
Dorothy Ortiz, Principal
1012 Study Lane
Carrollton, Texas 75006
972-968-1900

E.L. Kent Elementary
Debbie Williams, Principal
1800 W. Rosemeade Pkwy
Carrollton, Texas 75007
972-968-2000

Tom Landry Elementary
Ladacher Jackson, Principal
265 Red River Trail
Irving, Texas 75063
972-968-2100

Las Colinas Elementary
Shashi Panatpur, Principal
2200 Kinwest Parkway
Irving, Texas 75063
972-968-2200

La Villita Elementary
Tara Sublette, Principal
1601 Camino Lago Way
Irving, Texas 75039
972-968-6900

McKamy Elementary
Alex Klarer, Principal
3443 Briar Grove
Dallas, Texas 75287
972-968-2400

McLaughlin Strickland Elem.
Beth Chamberlain, Principal
1500 Webb Chapel Road
Carrollton, Texas 75006
972-968-2500

McWhorter Elementary
Luz Soto-Dimas, Principal
3678 Timberglen
Dallas, Texas 75287
972-968-2600

Annie Rainwater Elem.
Jaime Mendoza, Principal
1408 East Frankford
Carrollton, Texas 75007
972-968-2800

Riverchase Elementary
LaTonda Cherry, Principal
272 South MacArthur
Coppell, Texas 75019
972-968-2900

Rosemeade Elementary
Vicki Fields, Principal
3550 Kimberly
Carrollton, Texas 75007
972-968-3000

Sheffield Elementary
Josh Nasiatka, Principal
18110 Kelly Blvd
Dallas, Texas 75287
972-968-3100

Janie Stark Elementary
Christina Estrada, Principal
12400 Josey Lane
Farmers Branch, TX 75234
972-968-3300

Thompson Elementary
Jamie Foster, Principal
2915 Scott Mill Road
Carrollton, Texas 75007
972-968-3400

CENTERS

Bea Salazar Learning Center
LuEva Collins, Principal
2416 Keller Springs Road
Carrollton, Texas 75006
972-968-5900

Grimes Ed Center
Stephanie Lopez, Lead Admin
1745 Hutton
Carrollton, Texas 75006
972-968-5600

Employment

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, CFBISD 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 against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

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: Dr. Tamy Smalskas, 1445 N. Perry Rd. Carrollton, TX 75006, smalskast@cfbisd.edu 972-968-6237. 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:

Coordinator:	Dr. Andrew Palacios – Employee Relations Director
Investigators:	Jerry Martinez, Director of Human Resources
	Dr. Agueda Paredes, Director of Human Resources
Decision Maker:	Dr. Kara Miller, Director of Human Resources
Appeals:	Dr. Tamy Smalskas, Assistant Superintendent of Human Resources

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent or email HR department at cfbhrteam@cfbisd.edu .

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the district's website. All internal-only job postings are communicated through a districtwide staff email. Employees are encouraged to regularly check the district's Frontline job portal for the most up-to-date vacancy listings, available at:
https://www.applitrack.com/cfbisd/onlineapp/default.aspx?all=1

Employment after Retirement

Policy DC

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

Contract and Noncontract Employment

Policy DC series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for 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. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. 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.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional 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

Policies DBA, 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 the Coordinator of Certification and Compliance in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Human Resource department when there is action against, or revocation of, their license.

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

Recertification of Employment Authorization

Policy DC

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in

advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Human Resources by sending an email to cfbhrteam@cfbisd.edu 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

Policy CQ, DHE

Noninvestigatory 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.

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

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact Human Resources by sending an email to cfbhrteam@cfbisd.edu.

Health Safety Training

Policies DBA, DMA

District employees who are head directors of a marching band or head coaches or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR) issued by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the department supervisor or campus principal by August 1 of each year.

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 Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the department supervisor or campus principal by August 1 of each year.

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

Policy DK

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by June 1. Requests for transfer during the school year will be considered only when the change will not adversely affect

students and after a replacement has been found. All transfer requests will be coordinated by the Human Resource office and must be approved by the receiving supervisor.

Campus Reassignments - Leveling

Prior to the first day of classes, the teacher with the least seniority in the District (total continuous length of service) will be the first to be reassigned from that building.
After the first day of classes, the following criteria may be used to determine reassignments:

- Adjunct teachers may be moved prior to fully certified teachers pending principal input.
- The teacher with the least seniority in the District (total continuous length of service) in the grade level with low enrollment will be the first to be reassigned from that building.
- The teacher must have a rating of developing or higher in all objectives of his/her TTESS.
- The teacher must not have had a negative contract action within the previous two years.
- Teachers with special duty assignments such as coaches, department/grade level chair, fine arts, or sponsors may be excluded from reassignment with the approval of the Assistant Superintendent of Human Resources in consultation with the Principal.
- Special education teachers shall be compared with other special education teachers.
- Teachers with dual certification teaching dual subject areas may be excluded from reassignment with the approval of the Assistant Superintendent of Human Resources in consultation with the principal.
- Subject area/certification seniority will be used if an assignment is based on subject area rather than grade level considerations.
- District will follow board policy DFFA

Seniority is defined as continuous full-time employment within the District in any professional capacity, including any approved leaves of absence. Seniority is based on the official hire date or when an employment contract was signed. Part-time employment does not count towards seniority. A resignation and subsequent reemployment begin a new tenure for purposes of seniority.
If the total length of service in the District is equal, the date of certification in the respective grade level or subject matter will be used. Voluntary reassignments may be considered upon the approval of the Assistant Superintendent of Human Resources in consultation with the principal. Non-contractual supplemental duties for which supplemental pay is received may be discontinued by the District 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.

Clerical/Paraprofessional Reassignments

An employee may be reassigned to another position for which he/she is qualified according to the needs of the District. Employees may be reassigned for many reasons, including decreased enrollment, internal reorganization, external reorganization, or District needs.
The employee with the least seniority in the District in the department affected will be the first to be reassigned from that campus/department. Employees will be compared with other employees who are in the same position. If the total length of service in the District by

department is equal, performance may be considered.

Transfers of Married Couples Working on Same Campus

An employee may not be directly supervised by another employee who is related by blood or marriage. A married couple may not work on the same campus unless approved by the Principal/Director and Human Resources.
The Principal may request, in writing, to transfer one of the individuals off the campus at any time of the school year. The District will consider the effect on the educational environment in the decision.

Workload and Work Schedules

Policies DEAB, DK, DL

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

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

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees 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 in this manual for additional information.

ADA Accommodations

Policies DAA, DBB, 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 the Human Resource department and identifying an adjustment or change at work that is needed because of a disability. An employee may also

submit a written request to HR using the ADA Accommodation Request Form, which is available from the Human Resource Department by emailing cfbhrteam@cfbisd.edu .

Upon receiving the reasonable accommodation request, HR or the ADA coordinator will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability and 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, HR or the ADA coordinator will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR or the ADA coordinator will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

Breaks for Expression of Breast Milk

Policies DEAB, DG

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

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Assistant Superintendent for Human Resources at 972-968-6100.

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 HR department to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, 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 the Human Resource department.

Outside Employment and Tutoring

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 schools, 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 the Human Resource department for more information.

Teachers. Teachers shall not privately tutor their own students for pay. Teachers who tutor District students for pay other than their own shall file the students' names with their principal. The Superintendent or designee reserves the right, at all times, to prohibit teachers from tutoring any District students.

Performance Evaluation

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.

The annual appraisal of District teachers shall be in accordance with Texas Teacher Evaluation and Support System (T-TESS). The District shall establish an appraisal calendar each year.

Employees may present complaints regarding the evaluation and appraisal process in according to the District's complaint policy for employees. [See DGBA]

Employee Involvement

Policies BQA, BQB

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

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

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

Mental Health Training

Policy DMA

All district employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. 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, security specialists, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, and district special program liaisons, and supervisors of personnel who regularly interact with students.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. 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 hour worked beyond 40 in a workweek. (See *Overtime Compensation*)

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.
Each employee is required to verify their salary, stipends, experience, and workdays during the time designated by HR and Payroll each year. Employees can access this information in TEAMS Employee Self-Serve located via the CFB Staff Portal. After reviewing the information, employees should submit questions in the Employee Self Service Center. Human Resources and the Payroll Department will not adjust base pay or stipends prior to the current fiscal year.

Employees should contact the Payroll for more information about the district's pay schedules or their own pay.

Timekeeping Procedures – Non-Exempt Employees

Purpose

The purpose of this procedure is to ensure the accurate recording of hours worked, maintain compliance with the Fair Labor Standards Act (FLSA), and provide consistent payroll practices throughout the District.

Scope

These procedures apply to all non-exempt (hourly) employees required to record their work time through the District's electronic timekeeping system.

1. Approved Method of Timekeeping

All non-exempt employees are required to record their work time using the District's designated kiosk located at their assigned worksite or other District laptop using the timestamp button.

The designated time clock is the District's official method of recording time worked.
Employees are responsible for ensuring that all punches accurately reflect their actual work hours.

2. Mobile Clocking

To maintain consistent payroll practices and ensure accurate reporting of work hours, employees are **not permitted to clock in or out using a personal mobile device**.
Mobile punching through a smartphone, tablet, or other personal device is not allowed for all employees unless specifically authorized by the Payroll Department and Human Resources due to an operational necessity approved by the Superintendent or designee.
Examples of approved exceptions may include:

- District-approved off-site work assignments
- Emergency operations
- Temporary equipment failures
- Other circumstances approved in advance by Payroll and Human Resources

Employees should not expect mobile punching to be available during normal daily work assignments.

3. Clocking In and Out

Employees are expected to:

- Clock in no earlier than the beginning of their scheduled workday unless authorized by their supervisor.
- Clock out at the end of their scheduled workday.
- Record unpaid meal periods when required.
- Record all time worked each day.
- Verify that each punch has been successfully recorded.

Employees may not perform work before clocking in or after clocking out.

4. Missed Punches

If an employee forgets to clock in or out or experiences a time clock malfunction, the employee must notify their supervisor as soon as reasonably possible.
The supervisor shall verify the hours worked and submit a time correction in accordance with Payroll procedures.
Repeated missed punches may result in corrective action.

5. Prohibited Practices

The following practices are strictly prohibited:

- Clocking in or out for another employee ("buddy punching")
- Allowing another employee to record your work time
- Falsifying time records
- Altering electronic time records without authorization
- Working off the clock
- Clocking in before arriving at the assigned work location
- Remaining clocked in after work has ended
- Using a personal mobile device to record work time without District authorization

Violation of these procedures may result in disciplinary action, up to and including termination of employment.

6. Supervisor Responsibilities

Supervisors are responsible for:

- Monitoring employee time records for accuracy.
- Reviewing and approving employee time each pay period.
- Investigating unusual or inconsistent punches.
- Ensuring employees do not work unauthorized overtime.
- Reporting suspected misuse of the timekeeping system to Payroll and Human Resources.
- Submitting timely corrections for verified missed punches.

Supervisor approval of a time record does not authorize the omission or falsification of hours worked.

7. Payroll Department Responsibilities

The Payroll Department is responsible for:

- Maintaining the District's electronic timekeeping system.
- Providing guidance regarding timekeeping procedures.
- Processing approved time corrections.
- Monitoring system reports for unusual timekeeping activity.
- Maintaining payroll records in accordance with federal and state record retention requirements.

8. Compliance

Accurate timekeeping is required under the Fair Labor Standards Act (FLSA). All hours worked must be reported and compensated in accordance with federal and state law.
Employees who perform work must report all time worked, regardless of whether the work was authorized. Unauthorized work may result in disciplinary action; however, all hours worked must still be recorded and paid.

9. Effective Date

These procedures are effective upon approval and supersede any previous departmental practices related to employee timekeeping. Payroll and Human Resources reserve the right to revise these procedures as operational needs or legal requirements change.

Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid semi-monthly. 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 PayrollHelp@cfbisd.edu if they have any questions.

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

MONTHLY PAYROLL SCHEDULE

Reporting Period	Date Due In Payroll	Weeks in Pay Period	Monthly Pay Date
May 24 – June 27	July 2	5	July 20, 2026
June 28 – July 25	July 30	4	Aug 20, 2026
July 26 – Aug 22	Aug 27	4	Sept 21, 2026
Aug 23 – Sept 26	Oct 1	5	Oct 20, 2026
Sept 27 – Oct 24	Oct 29	4	Nov 20, 2026
Oct 25 – Nov 21	Nov 26	4	Dec 18, 2026
Nov 22 – Dec 26	Dec 31	5	Jan 20, 2027
Dec 27 – Jan 23	Jan 28	4	Feb 19, 2027
Jan 24 – Feb 20	Feb 25	4	March 12, 2027
Feb 21 – March 27	April 1	5	April 20, 2027
March 28 – April 24	April 29	4	May 20, 2027
April 25 – May 22	May 27	4	June 21, 2027
May 23 – June 26	July 1	5	July 20, 2027
June 27 – July 24	July 29	4	Aug 20, 2027
July 25 – Aug 21	Aug 26	4	Sept 20, 2027
Aug 22 – Sept 25	Sept 30	5	Oct 20, 2027

***subject to change/short deadline**

The above Reporting Period will include the processing of:

- *Timecards for absences*
- *Function Pay*
- *VSR's*
- *Extra Hours and Overtime*
- *Substitute Pay*
- *Professional Development Sheets*

SEMI-MONTHLY PAYROLL SCHEDULE

REPORTING PERIOD	Due Date for the Payroll Office	PAYDATE
July 1 - 15	Monday, July 20	July 27, 2026
July 16 – 31	Tuesday, Aug 4	Aug 11, 2026
August 1 – 15	Tuesday, Aug 18	Aug 26, 2026
August 16 – 31	Tuesday, Sept 1	Sept 11, 2026
September 1 – 15	Thursday, Sept 17	Sept 25, 2026
September 16 – 30	Friday, Oct 2	Oct 9, 2026
October 1 – 15	Friday, Oct 16	Oct 26, 2026
October 16 – 31	Tuesday, Nov 3	Nov 10, 2026
November 1 – 15	Tuesday, Nov 17*	Nov 25, 2026
November 16 – 30	Wednesday, Dec 2	Dec 11, 2026
December 1 – 15	Wednesday, Dec 16*	Dec 23, 2026
December 16 – 31	Monday, Jan 4*	Jan 11, 2027
January 1 – 15	Tuesday, Jan 19	Jan 26, 2027
January 16 – 31	Tuesday, Feb 2	Feb 11, 2027
February 1 – 15	Wednesday, Feb 17	Feb 26, 2027
February 16 – 28	Tuesday, March 2	March 11, 2027
March 1 – 15	Monday, March 22*	March 26, 2027
March 16 – 31	Friday, April 2	April 9, 2027
April 1 – 15	Friday, April 16	April 26, 2027
April 16 – 30	Monday, May 3	May 11, 2027
May 1 – 15	Monday, May 17	May 26, 2027
May 16 – 31	Wednesday, June 2	June 11, 2027
June 1 – 15	Wednesday, June 16	June 25, 2027
June 16 – 30	Thursday, July 2*	July 12, 2027
July 1 – 15	Monday, July 19	July 26, 2027
July 16 – 31	Tuesday, Aug 3	Aug 11, 2027

*** Short Turnover Time**

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of one pay period is necessary to activate this service.

The Payroll Office must be notified no later than the 5th of the month for a change to be effective the following payday. For employees new to CFBISD, all paperwork required by the Human Resource Department must be submitted before direct deposit information will be given to Payroll. Employees new to CFBISD will be required to pick up their payroll check from the Human Resource Department until all required paperwork is submitted. With automatic deposit, an employee's money is immediately available on the pay date.

In an effort to further enhance our District's cybersecurity defenses, all new direct deposits or changes to a direct deposit must be done in person at the payroll office located in the Administration Building, 1445 N. Perry Road. Please bring with you a picture ID (driver's license or employee ID), Direct Deposit form with voided check (or letter from bank with routing and account number). Call 972-968-6121 to make an appointment to change your Direct Deposit information.

Contact the Payroll Department for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Medical support order
- 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 and the Child Development Academy. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments. Employees are not entitled 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.

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees 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 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 AM Sunday and ends at 11:59 PM Saturday.

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 (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Extra Duty Pay

Extra duty pay is compensation earned outside the employee's regular schedule. An employee may not use any type of leave provided by the District to work a District event and obtain extra pay.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and finance department 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.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee insurance premiums for full time employees in a regular role of at least 20 hours 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 including Substitute and Temporary employees.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or by contacting the Benefit Department within 31 days of experiencing a qualifying event (e.g., marriage, divorce, birth) to make corresponding change. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees via http://www.mybenefitshub.com/CFBISD . Employees should contact benefithelp@cfbisd.edu for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, eligible employees in a regular position of at least 20 hours per week may enroll in supplemental insurance programs for dental, vision, other supplemental

insurances offered by the District benefit plan. All employees are eligible to enroll in 457(b) deferred compensation plan and 403(b) annuities. Premiums for these programs can be paid by payroll deduction. District life insurance beneficiary may be changed at any time. Employees should contact benefithelp@cfbisd.edu 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 reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., medical, dental, and vision). A third-party administrator regulates changes to pretax benefits and handles employee claims made on pretax Flexible Medical and Dependent Care Reimbursement accounts.

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

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage self-insured by the district, effective 4/1/1993.

Benefits help pay for medical treatment and may 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 workerscompensation@cfbisd.edu . 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

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 Resource department at cfbhrteam@cfbisd.edu .

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 the Payroll 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). It is the responsibility of each individual to maintain the correct address and desired beneficiaries directly with TRS.

Other Benefit Programs

Reimbursement for Leave upon Retirement. In accordance with Policy DEC (LOCAL), all retiring personnel who meet state eligibility requirements for retirement shall be compensated for their accrued sick leave based on the following:

- May be compensated for unused days of state and local leave accumulated while employed in Carrollton-Farmers Branch ISD at the approved substitute teacher pay rate up to a ceiling of $5,000.
- To be eligible, contract employees must provide written notice at least 30 days before the last day of employment and non-contract employees must provide written notice at least two weeks before the last day of employment.

Voluntary Retirement Plans

Additional information on 457(b) and 403(b) voluntary retirement savings plans can be found on the District website at https://www.cfbisd.edu/departments/business-support-services/benefits-department/employee-benefits/retirement-plans

Leaves and Absences

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

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the payroll office at 972-968-6193 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 comp 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:

- Local leave
- State sick leave accumulated prior to the 1995-96 school year under the terms and conditions applicable to such state sick leave.
- State personal leave

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

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

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA(LEGAL).

Medical Certification. Any employee, who is absent more than 5 days because of a personal or family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

The 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, 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-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave 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. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Nondiscretionary. Leave taken for personal or family illness, 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, advance planning. Nondiscretionary 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 14 days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

An employee wishing to take one to four consecutive days of discretionary/personal leave must submit a written request to his/her principal/supervisor in advance of the anticipated absence and the principal/supervisor must approve the written request before the leave may be taken. If the request is for five (5) consecutive days or more, the request must be submitted for approval by the principal/supervisor and delivered to the Assistant Superintendent of Human Resources. The Personal Leave Request Form is located at the following location under LEAVE INFORMATION: https://www.cfbisd.edu/departments/human-resources/employee-forms

Any discretionary absences over five (5) consecutive days cannot be approved per Board Policy DEC (LOCAL) and will be docked at the employee's daily rate. If the discretionary personal leave is not approved in advance, the employee will be docked full pay for the missed days. For campus staff, discretionary leave shall not be used immediately preceding or following a school holiday, on staff development days, on teacher workdays, or on state testing days, unless approved by the principal/supervisor. The principal/supervisor may disapprove state personal leave days to preserve the continuity of the instructional program.

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

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

- The purpose of state and local sick leave is to provide employees with income protection during brief personal or family illnesses.
- Local sick leave is for all full-time regularly employed TRS Eligible personnel.
- Local sick leave is advanced at the beginning of the school year for the employee's use.
- Employees new to the District will receive automatic membership in the local sick leave bank with the District depositing two local sick leave days per employee the first year of employment. Upon an employee's second year of employment with the District and thereafter, local sick leave shall be earned to a maximum of seven (7) workdays depending on the assigned workday calendar.
- When an employee who resigns has used more local sick leave in a school year than he/she has accumulated or earned, the cost of the unearned local sick leave days shall be deducted from the employee's paycheck after an audit at year end or upon termination.
- There is no limit on accumulation of state or local sick leave.
- Upon termination, remaining earned state sick leave may be transferred to other Districts within the state. Local sick leave balances may not be transferred, retained, or donated to another employee. Local sick leave will be transferred to the Sick Leave Bank.
- Local sick leave shall be used according to the terms and conditions of state personal leave.

Excessive Absences

Employees are expected to limit use of <u>state and local leave to no more than 10 total</u> days per school year, unless leave is protected under applicable federal or state law (e.g., FMLA, ADA, Temporary Disability Leave). Any absences or a questionable pattern of absences that causes an employee to exceed the 10-day total leave threshold for the school year will be required to provide medical certification to the supervisor. Per board policy DFBB(LOCAL) excessive absences is a reason for non-renewal of an employee's contract. For further information regarding excessive absences please refer to DEC (Regulations).

Flex Days

Policy DED

Eligible employees working on a 226 calendar in positions requiring 12 months of service (July 1 – June 30) shall receive unpaid flex days in accordance with their work calendar administrative regulations. All employees must get prior approval from his or her supervisor prior to entering or taking any flex days.

- **Exempt Employees**: Flex days for the preceding school year must be used before December 31 of the current school year. Exempt employees will forfeit remaining days. If an employee separates employment with CFBISD, any unused vacation or flex days will be forfeited.
- **Non- Exempt Employees**: Flex days for the preceding school year must be used before December 31 of the current school year. Non-Exempt employees will be directed to take time off prior to December 31 in order to avoid being compensated for their time.

Vacation Days

Policy DED

Eligible employees in positions normally requiring 12 months of service annually shall receive paid vacation days in accordance with administrative regulations that address the following:

1. Eligibility criteria;
2. Accrual rates and availability;
3. Request and approval processes;
4. Accumulation and carryover limits; and
5. Treatment of vacation days upon separation from service.

Sick Leave Bank (SLB)

Administrative regulations implementing DEC(LOCAL)

Regulatory Authority. These regulations govern the operation of the District Sick Leave Bank. If a conflict exists, applicable law and Board policy control.

Purpose and Scope

1. The purpose of the Sick Leave Bank is to provide additional paid leave to an eligible member after the member has exhausted all available paid leave and a qualifying circumstance prevents the member from working.
2. A member may request Sick Leave Bank days when:

- the employee, the employee's spouse, child, or parent experiences a catastrophic illness or injury, as defined by DEC(LOCAL); or
- the employee's spouse, child, or parent has a certified terminal illness.

3. Sick Leave Bank days provide compensation for qualifying scheduled workdays. Approval does not extend the duration of Family and Medical Leave Act leave, temporary disability leave, or any other applicable leave entitlement.

Definitions

Catastrophic Illness or Injury – DEC (LOCAL)
A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and forces the employee to exhaust all leave time earned by the employee and lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions related to pregnancy or childbirth shall be considered catastrophic when they meet these requirements.
Qualifying Family Member
For purposes of requesting Sick Leave Bank days under these regulations, a qualifying family member is the employee's spouse, child, or parent, consistent with DEC(LOCAL).
Sick Leave Bank Operational Year
For administration, contribution, and annual benefit limits under these regulations, the Sick Leave Bank operational year is July 1 through June 30.
Scheduled Workday
A scheduled workday is a day on which the employee is required to work and would otherwise receive compensation.

Membership and Eligibility

4. A full-time employee who is new to the District shall receive automatic membership in the Sick Leave Bank per Board Policy DEC (LOCAL).
5. A new employee must complete at least one workday before becoming eligible to use Sick Leave Bank days.
6. To be eligible to receive Sick Leave Bank days, an employee must:
   - be a current member of the Sick Leave Bank;
   - have exhausted all available paid leave, including state personal leave, local leave, vacation or flex days, compensatory time when applicable, and any other available paid leave;
   - experience a qualifying absence involving the employee or the employee's spouse, child, or parent under Section 1;
   - submit a complete application and required medical certification; and

- meet all other requirements of DEC(LOCAL) and these regulations.

7. Membership does not guarantee approval. Each request shall be evaluated using the criteria in DEC(LOCAL) and these regulations.

Contribution and Maintenance of the Bank

8. The District shall provide three paid local leave days and automatic membership in the local sick leave bank for full-time employees who are new to the District per board policy DEC (LOCAL).
9. If the Sick Leave Bank balance falls below established participation-based thresholds as of September 30, participating members may be required to make additional local leave contributions in October. Any replenishment contribution shall be limited to the amount of local leave available to the member.
10. Unused days remaining in the Sick Leave Bank at the end of the operational year shall be carried forward to the next operational year.
11. Days contributed to the Sick Leave Bank become part of the bank and shall not be restored to an individual employee's leave balance except as required by law or Board policy.
12. The District administers a Sick Leave Bank rather than a leave donation program. Employees may not donate or transfer leave directly to another employee. Assistance to eligible employees is provided exclusively through the Sick Leave Bank.

Conditions for Granting Sick Leave Bank Days

13. Sick Leave Bank days may be granted for:
    - the employee's own catastrophic illness or injury;
    - a catastrophic illness or injury of the employee's spouse, child, or parent.
14. The qualifying circumstance must necessitate an absence from work of at least five consecutive workdays.
15. Sick Leave Bank days shall be granted only for scheduled workdays on which the employee would otherwise have worked and received compensation.
16. Sick Leave Bank days shall not be granted for holidays, vacation days, nonscheduled workdays, or other days for which the employee would not experience a loss of compensation.
17. The maximum number of Sick Leave Bank days that may be granted during an operational year is 30 days, subject to the following limits:
    - employee, spouse or child: a maximum of 30 days per person; and
    - parent: a maximum of 10 days per person.
18. If a member receives fewer than 30 Sick Leave Bank days, returns to work, and is later absent because of the same or another qualifying circumstance, the member may submit an additional application. The combined number of days granted shall not exceed the applicable limit.

19. Each separate catastrophic illness or injury request must independently satisfy the eligibility, absence, and documentation requirements of these regulations.
20. Conditions related to pregnancy or childbirth may qualify when the condition meets the definition of catastrophic illness or injury in DEC(LOCAL).
21. An elective procedure shall not qualify when the procedure may be delayed until the employee is not required to work without jeopardizing the health of the employee or qualifying family member, as supported by medical certification.
22. An absence attributable to a workers' compensation injury or work-related illness shall not be covered by the Sick Leave Bank.
23. An employee shall not be eligible for Sick Leave Bank days for a period during which the employee is actively working for another employer.
24. A member may receive no more than the amount of compensation lost. If a request is approved after payroll processing, any reimbursement shall be made through a subsequent regular payroll after notice to Payroll.

Coordination with Other Leave

25. Sick Leave Bank days shall run concurrently with FMLA leave, temporary disability leave, and any other applicable leave designation to the extent permitted or required by law and Board policy.
26. Approval of Sick Leave Bank days does not extend the time available under FMLA or any other applicable leave provision.
27. The District may designate the same absence under each applicable leave provision based on the circumstances and supporting documentation.

Application Procedures

28. The employee shall submit the District's designated leave application through the supervisor or principal to the office designated by the Superintendent or designee.
29. The application shall include a Certification of Health Care Provider or other District-required medical certification completed by an appropriate health-care provider.
30. The medical certification must provide sufficient information to establish:
    - the qualifying catastrophic illness, injury, or certified terminal illness;
    - the date the condition or incapacity began;
    - the expected duration of the condition or period of incapacity;
    - how the condition necessitates the employee's absence from work; and
    - the anticipated return-to-work date, when known.
31. An incomplete application may be returned for correction or additional information. The Committee is not required to act until sufficient information has been provided.
32. To be considered at the next regularly scheduled Committee meeting, an application should be received no later than the last working day of the calendar month. An application

received after that date may be considered at the following meeting or at an earlier specially called meeting.

33. Application forms shall be made available through the District office designated to administer employee leave, the employee's supervisor or principal, and any District website or employee portal identified for that purpose.
34. Medical information shall be maintained as confidential and separately from general personnel records, consistent with applicable law and District procedures.

Sick Leave Bank Committee

35. The committee authorized to review Sick Leave Bank requests shall be known as the Carrollton-Farmers Branch ISD Sick Leave Bank Committee.
36. The Committee shall consist of at least five members:
    - the employee benefits administrator or designee;
    - the payroll administrator or designee;
    - the health services administrator or a designated nursing representative; and
    - at least two additional representatives appointed by the Superintendent or designee.
37. Appointed members shall serve two-year terms unless otherwise designated by the Superintendent or designee.
38. The payroll administrator or designee shall serve as chair, and the employee benefits administrator or designee shall serve as vice chair.
39. A simple majority of voting members shall constitute a quorum.
40. The Committee shall meet as needed to review applications and conduct Sick Leave Bank business. The chair may call meetings whenever necessary.
41. The Committee shall:
    - review completed applications and supporting documentation;
    - determine whether the request meets DEC(LOCAL) and these regulations;
    - determine the number of qualifying days, subject to the applicable limit;
    - approve, deny, or modify the requested number of days; and
    - maintain appropriate records of its determinations.
42. Committee members shall protect the confidentiality of medical information and consider only information necessary to determine eligibility.
43. The Committee's determination shall be communicated to the employee and the appropriate District departments.

Appeal

44. A decision regarding the Sick Leave Bank may be appealed in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator designee.

Extended Sick Leave (ESL)

- The purpose of extended sick leave is to provide partial income protection to employees who suffer serious personal illness or injury and have no accumulated personal, sick leave, including sick leave bank days.
- Eligibility requires full-time employment with the District for at least 12 months and for 1,250 hours during the previous 12-month period.
- Extended sick leave may be requested only after all leave balances are depleted, including sick leave bank days. (local, state, vacation/flex)
- Extended sick leave shall not be granted for absences due to work-related illness or injuries.
- The employee must complete the Application for Family or Medical Leave, Sick Leave Bank, or Extended Sick Leave form.
- The employee must provide the Certification from Health Care Provider form (CHCP) from a medical doctor specifically stating medical reasons for the additional days and the expected recovery time.
- Extended sick leave may be used only for an employee's illness or injury that requires an absence of a minimum of five (5) consecutive workdays or longer.
- Extended sick leave may be approved for a maximum of thirty (30) days per school year. Ninety (90) days lifetime maximum.
- Extended sick leave includes absences related to medical disabilities caused by or contributed by pregnancy or childbirth.
- An employee may apply for ESL for a death of spouse, child or parent – maximum of 5 days per person.
- The partial loss of pay for extended sick leave will be the current dock rate as determined by the administration each year. (Example, teachers will be docked the current substitute teacher rate.)
- The employee must provide to the supervisor or principal a doctor's certification of the employee's fitness to return to work to the present assignment prior to returning to work.
- This leave will run concurrently with the Family/Medical Leave and will not extend the time allowed by the FMLA.
- The SLB Committee shall determine the number of days approved up to thirty (30) days and reserves the right to approve, disapprove or modify the days requested.
- The employee may appeal the decision of the SLB Committee by writing a letter to the Chairperson of the committee.
- The decision of the SLB Committee will be final.
- Employees approved by their supervisor for outside employment will not be eligible for Extended Sick Leave Bank if the employee is actively working outside Carrollton-Farmers Branch ISD during the Extended Sick Leave Bank requested time period.

Family and Medical Leave Act (FMLA)—General Provisions

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

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

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

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is ***not*** **paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer,

- You have worked for your employer at least 12 months,

- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and

- Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different “hours of service” requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,

- You work for an elementary or public or private secondary school, or

- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?

Generally, **to request FMLA leave you *must***:

- Follow your employer’s normal policies for requesting leave,

- Give notice at least 30 days before your need for FMLA leave, or

- If advance notice is not possible, give notice as soon as possible.

You **do *not* have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You ***must* also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer *may* request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do?

If you are eligible for FMLA leave, your employer ***must***:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer *cannot* interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer *must* confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer *must* notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.
- How to make required payments for benefits and insurance while on unpaid leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period

- measured forward from the date an individual employee's first FML begins

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.

Combined Leave for Spouses. Spouses who are employed by the district are limited to a combined total of 12 weeks of FML 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 functions. 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 contributions to the employee's group health insurance and reinstate the employee at the end of the leave according to 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 payrollhelp@cfbisd.edu 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 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, Human Resources 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 eligible absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

Assault Leave

Assault leave provides 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 incident involving an assault is a work-related injury and should be immediately reported to workerscompensation@cfbisd.edu.

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 nonresponsible 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. 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.

Bereavement Leave

Use of state leave and/or local sick leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the supervisor or principal. These five days shall be taken from current leave balances and, if leave balances are insufficient these absences will be excused but unpaid.

Jury Duty

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court

provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

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

Compliance with a Subpoena

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

Employees who are subpoenaed for personal court appearances related to an employee's personal business shall be deducted from the employee's state personal leave, if available, or shall be taken by the employee as leave without pay.

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 orders 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 Human Resources. 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 Benefits Office for details on eligibility, requirements, and limitations.

Changing an Absence Reason

In order for an absence reason that was entered incorrectly by the campus office staff to be changed, a written request must be submitted to payroll by the campus principal/department manager along with the original absence request stating the absence reason and date. Notification of change must be made within 30 days of the original absence. Corrections for absences entered by employees must be made within 30 days of the original absence. It is the employee's responsibility to review all absences entered and notify payroll within 30 days of the absence for ALL changes. Absences can be viewed in the Employee Service Center.

Bonus Day for Teachers with a Student Teacher

When the cooperating university or alternative certification program allow it, the student teacher may teach alone for the day and allow the cooperating teacher one release day. Any full-time teacher who is assigned the responsibility of supervising a student teacher may be granted the equivalency of one (1) bonus leave day per assignment per semester. It is recommended that the bonus leave day be taken during the last ten (10) days of the assignment. In the absence of the supervising teacher, the student teacher may serve as the substitute teacher for not more than one day if:

1. The supervising teacher submits the appropriate form;
2. The student teacher has been in that student teaching assignment for a minimum of fifteen (15) school days or thirty (30) half days; and

2. The cooperating teacher, the principal of the school, and the university supervisor agree that the student teacher is capable of handling successfully the teaching responsibilities; and
3. A certified classroom teacher in an adjacent room or a member of the same teaching team as the student teacher is aware of the absence of the cooperating teacher and agrees to assist the student teacher if needed; and
4. The principal of the school or the principal's representative is readily available in the building.

An assignment is defined as any 6, 8, or 12-week period defined by the university and approved by Human Resources, or any other time period as mutually agreed upon by both entities. The minimum number of days must be met as stated above. An assignment less than the minimum number of days will not qualify the cooperating teacher to be granted the bonus leave day. In cases where the student teacher is placed in a dual assignment, each cooperating teacher may be granted one (1) bonus leave day as long as all guidelines are satisfied. If the assignment is made on a half-day basis, the cooperating teacher may be granted two (2) half-days of bonus leave, however, the minimum number of days must be satisfied.

The day of bonus leave must be used in compliance with leave policies. These days do not accumulate and they must be requested and used during the time period that the student teacher is assigned. Absences for this request shall not be charged against the teacher's current annual leave allocation. The bonus day may not be used immediately before or after a school holiday.

If the student teacher is deemed to be incapable or unwilling to assume this responsibility, there will be no consideration given to other alternatives to allow the cooperating teacher to request the bonus leave day.

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. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include:

Teacher of the year Program:

1. Each campus will select one Teacher of the Year (TOY) to be recognized at the annual Teacher of the Year banquet. Campus Teacher of the Year recipients will complete a District questionnaire and participate in an interview with a District committee, comprised of administrators and community leaders.
2. The District committee will select one Elementary and one Secondary Teacher of the Year for the District.
3. The Campus Teachers of the Year along with the Elementary Teacher of the Year and the Secondary Teacher of the Year will be honored at a special event.
4. The Region 10 Teacher of the Year applications for the Elementary and Secondary Teacher of the Year for the District will be sent onto the Regional competition.

Employee Recognitions:

The CFB Champion Award recognizes teachers, employees, students and or community members for exemplifying excellence in:

- Leadership
- Outstanding attitude/disposition
- Community involvement/service
- Personal development
- Exemplary character
- Individual achievement

Nominations may be submitted at cfbchampions . A District committee will review the nominees and select a teacher(s) to recognize at school board meetings Oct - May. The award will also be presented to an employee, student, or community member/ group at school board meetings at the committee's discretion.

One B-I-G Family Awards

Each year, the Human Resources Department will present three awards to staff members for each campus or department, based on nominations submitted by their supervisors.

These awards recognize employees who consistently demonstrate the outstanding qualities that represent our one "BIG" Family in CFB. Each of the three awards corresponds to a letter in BIG:

B – [for example – Bright Light, Builder, or Belonging Awards]
I – [for example – Investigator, Integrity, or Inspiration Awards]
G – [for example – Giver, Go-Getter, or Genuine Awards]

Awards will be presented between January and May each year.

District Communications

Throughout the school year, the Communication Services office digital and print publications, multimedia productions, news releases and other communication materials. These publications offer employees and the community information pertaining to school activities, achievements and important updates.

The Communication Services office serves as the official District contact with the news media. Employees of the District may not speak on behalf of the District to news media without prior permission from the Chief Communications Officer and the employee's supervisor. If you are contacted by the news media in regard to your job, please call the Chief Communications Officer at 972-968-6186 and notify your supervisor immediately.

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

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

Follow the guidelines on this website https://www.cfbisd.edu/departments/human-resources/grievance-forms

Employee Conduct and Welfare

Standards of Conduct

Policy DH, 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, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC by the superintendent. See *Reports to the Texas Education Agency,* for additional information.

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

Texas Educators' Code of Ethics

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. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Texas Educators' Code of Ethics Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance.

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

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

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

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

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

I. described by TEC, §22A.201(a); or

II. directly related to student behavior or school property.

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 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard. Factors that may be considered in context and on the totality of the circumstances in assessing whether appropriate boundaries were maintained include, but are not limited to:

I. physical proximity or physical contact beyond the professional role or that the student has indicated is unwelcome, unless such contact is professionally required;
II. contacting or meeting the student beyond the professional role or making efforts to gain access to or time alone with a student with no discernible professional purpose;
III. transporting the student without permission from the student's legal guardian or in violation of school board policy, unless for an emergency;
IV. taking or possessing a photo or video of the student beyond the professional role or in violation of school board policy; and

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

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

I. the nature, purpose, timing, and amount of the communication;
II. the subject matter of the communication;
III. whether the communication was made openly, or the educator attempted to conceal the communication;
IV. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
V. whether the communication was sexually explicit;
VI. whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student; and
VII. whether the communication could be reasonably interpreted as threatening the welfare and/or safety of the student.

CFBISD Boundary Expectations

Physical Boundaries

Standard 3.2 of the Educator's Code of Ethics, codified in Board Policy DH(EXHIBIT) requires that educators "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." In addition, Standard 3.5 states "the educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor."
To ensure healthy physical boundaries between educators and students, and to ensure that the standards in DH(EXHIBIT) are adhered to, the District provides the following guidance to employees regarding physical interactions:

Appropriate (Do's)	Inappropriate (Don't's)
• Side hugs • High-fives • Handshakes	• Front hugs • Shoulder rubs • Lap-sitting

• Fist-bumps • Pat on the shoulder • Elbow bumps	• Tickling • Wrestling • Kissing

Spotting in Athletics, Fine Arts, Dance, etc.

There are some programs that at times may require more involved physical contact between employees and students. Employees engaging in these activities are not given carte-blanche to disregard the precepts listed above. However, to the extent such contact is programmatically needed, and/or necessary to ensure the safety of students, the following guidelines must be adhered to. These guidelines are contemplated to address the following interactions:

1. Spotting athletes during practice, workouts and games;
2. Physical correction in athletics, theater, and/or dance; and
3. Athletic training.

Before engaging in these interactions, staff are expected to engage in the following process:

1. Ask the student for consent and explain the purpose of the spotting. If the athlete's posture is such that they will harm themselves while engaging in the activity, let them know that and then ask if they would like help. Likewise, when working on blocking in theater or technique in dance, explain why physical correction is needed and as the student if they want your help.
2. In emergency situations, such as when a gymnast is flying through the air, consent may not be possible. However, employees in these roles should be trained on recognized techniques for intervening in such situations and those techniques must be adhered to. Emergency does not give license for gratuitous unwanted contact.
3. Any physical contact that occurs should occur out in the open in front of other students and employees. There is no reason spotting or physical correction should happen in a one-on-one environment and/or in a private space away from other students. Athletic training is the only situation where physical contact may occur away from others depending on the level of severity, but even then there should be a chaperone in the room, parents should be informed, the treatment should be explained, and consent must be obtained prior to engaging in the treatment.
4. Lastly, any spotting or physical correction that is anticipated to occur in your program must be reviewed with parents and students at the beginning of the program. This ensures everyone is aware of the possible need for spotting and physical correction in the program, the techniques to be used by employees while spotting or physically correcting in that specific program, and the requirement that the employee obtain consent prior to engaging in spotting or physical correction. Similarly, parents and students should be informed of any anticipated athletic training that may occur during the program so parents and students are aware of the need and limitations of training.
5. Parents and students must be provided with information on reporting concerns in the program. Notice to parents and students prior to the beginning of the program ensures that all parties are aware of the expectations and that parents and students have the ability to report concerns and know the correct mechanism for doing so. The

information shared with parents and students must include the program sponsor, director, and/or coach's information as well as the Title IX Coordinator as an alternate reporting mechanism.

Verbal Interactions

Standard 3.2 of the Educator's Code of Ethics, codified in Board Policy DH(EXHIBIT) requires that educators "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 3.6 of the Educator's Code of Ethics states "[t]he educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor." Further, Standard 3.9. of the Educator's Code of Ethics states "[t]he educator shall refrain from inappropriate communication with a student or minor." The State Board for Educator Certification has provided the following factors to consider in assessing whether the communication is inappropriate:

(i) the nature, purpose, timing, and amount of the communication;
(ii) the subject matter of the communication;
(iii) whether the communication was made openly, or the educator attempted to conceal the communication;
(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
(v) whether the communication was sexually explicit; and
(vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

To avoid any concerns of this nature, the District puts forth the following verbal boundary principles to govern employee and student behavior regarding verbal discussions:

Appropriate (Do's)	**Inappropriate (Don't's)**
• Positive reinforcement • Encouragement • Appropriate jokes • Accolades • Praise • Discussing lessons, questions, etc.	• Telling/keeping secrets • Inappropriate/sexual jokes • Swearing • Discussing relationship issues or sexual history. • Yelling, screaming, or other demeaning behavior. • Commenting on student physical attributes

One-on-One Interactions with Students

Standard 3.8. of the Educator's Code of Ethics states "[t]he educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard." One-on-one interactions that are unsupervised heighten risk of abuse and false allegations as they provide a private space for employees to engage in boundary violations. For that reason, employees are prohibited from meeting with students one-on-one while at school unless one of the situations below applies. Rather, employees must ensure that the "Rule of Three" is adhered to in all interactions with students. This means that there are at least two students and one employee or two employees and one student involved in any interaction. Employees are prohibited from engaging with individual students behind a closed door or unsupervised space unless one of the exceptions below applies. Violations of this policy will result in discipline up to and including termination.

Employees who engage in before or after school tutoring of students, nurses, administrators, and counselors whose roles result in one-on-one interactions with students must observe the following guidelines:

Tutoring/Coaching

- Meet students in a public place where you are in full view of others. Consider tutoring in the library, cafeteria or other common space rather than your classroom. That said, coaches are prohibited from meeting students one-on-one in the weightroom or other athletic facility. Ensure multiple students have signed up to participate in the workout or facility use prior to engaging. One-on-one coaching at the batting cages, gym, or track that are observable and open to all may be appropriate if the other requirements of this section are met.
- Require students to sign up so you have a record of what students are engaging in tutoring/coaching and with what frequency.
- Avoid physically interacting with students during one-on-one interactions. Even acceptable physical interactions such as side hugs can be misconstrued when you are one-on-one with a student. Should a physical interaction occur, immediately share the nature and extent of it with your supervisor.
- Similarly, ensure all verbal interactions during the one-on-one meeting are pedagogically related and not familiar or personal. Like physical interactions, verbal interactions are more highly scrutinized during one-on-one interactions. Comments such as "you're my favorite" when said in a setting with other students is problematic, but seriously concerning when said in a one-on-one setting. On rare occasion, a student may disclose abuse or trauma during a one-on-one interaction. Should that occur listen, but do not physically comfort as that can be retraumatizing for the student. Immediately following their disclosure, notify your supervisor of the interaction and disclosure.

Counselors/Administrators/Nurses

- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by. To the extent possible, ensure one-on-one interactions that

occur behind closed doors are scheduled in advance, occur in a room with windows or glass in the door, and/or are communicated to a supervisor.

- Ensure one-one-one interactions are documented, especially if behind closed doors. Keep documentation of these meetings (such as in shared calendar, case notes, etc.) and share with your supervisor.
- Inform other employees that you will be alone with a student and encourage them to randomly drop in or pass by the interaction. Transparency keeps both you and the student safe in this interaction.
- Document and immediately report any unusual incidents, including physical interactions, disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted or that made you uncomfortable.

Outside Contact with Students

Standard 3.8. of the Educator's Code of Ethics states "[t]he educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard." Repeated contact with students outside of school amplifies the risk of abuse or false allegations as it provides opportunities for employees to engage with students in a more relaxed and informal manner than the school environment. It also blurs boundaries between students and employees. To ensure all employees in this District understand the expectations, the following guidance is provided. The District prohibits employees from engaging in outside contact with students with which they do not have a preexisting familial or social relationship (i.e., children are friends at school, families attend same religious institution, neighbors, family friends etc.). For those employees who do have a preexisting social or familial relationship, the provisions below apply. Provision of these guidelines does not mean that all employees are encouraged to engage in these interactions. To be explicitly clear, the District prohibits employees from doing so if there is not already a preexisting social or familial relationship. However, the District understands that some employees have preexisting familial or social relationships with students and parents and seeks to provide guidance for those employees.

Examples of common outside contact with students that employees with preexisting social and familial relationships may engage in:

- Babysitting
- Social interactions between employee's children and other students:
    - Playdates and birthday parties
    - Sleepovers
    - Overnight trips and vacations
    - Rides to/from school or extracurricular activities and events
- Attending public events in a shared community (like graduation, sports events, religious ceremonies)
- Continued contact with student after a student's participation in a program has ended.

If interactions with students outside of school are unavoidable due to the above factors (i.e., children are friends at school, families attend same religious institution, neighbors, family friends, etc.), the District offers the following guidelines:

- If there is a pre-existing social or familial relationship, ensure proper boundaries are drawn by the employee while at school.
    - For example, if a student calls an employee by their first name in social settings because the employee is friends with the student's parents, the employee must communicate that the student must refer to them as Mr./Ms. while at school. This helps reinforce the boundary and makes clear that the employee's role as an employee at school is different than their role as parents' friend and the relationship should reflect that.
- If an employee has children that are friends with other students, there may be times where the employee is asked to give students a ride. Employees may only engage in this interaction if their children are also in the car (think Rule of Three). Even in that interaction, it is critical to make sure the students are sitting in the back seat. The same rules apply for trips to McDonald's/the park/etc. that are occurring as part of the preexisting social relationship.

- To increase transparency, employees should consider texting or emailing an administrator when interactions like transportation and social outings occur. If employees are going to repeatedly engage in these interactions during the year, best practice is to complete a preexisting social or familial relationship form and submit it to their supervisor so the District is aware of the nature and anticipated frequency of these interactions.

- If an employee's children ask to have a sleepover at the employee's house with other students, employees are advised to notify a supervisor prior to the gathering to increase transparency. Employees are also advised to consider keeping the number of students at the gathering small (1-3). Even in these interactions, employees are prohibited from engaging in one-on-one interactions. Further, employees must ensure that students are not going into their bedroom or employees are entering student's sleeping space. Allegations arising from outside contact can impact employment and that is especially so in a more private environment like sleepovers.
- For employee's own protection and transparency, it is highly recommended to submit a preexisting relationship form to their supervisor at the beginning of the year if it is known or anticipated that there will be regular or repeated outside interactions between the employee, the employee's children, and other students. This helps ensure transparency and also protects the employee from rumors. It is much easier for the employee and District to respond to those concerns if they have been notified that interaction was going to take place. A sample form is included here [link to form].

Gifts to Students

Standard 3.8. of the Educator's Code of Ethics states "[t]he educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard." One such boundary that educators in this District must adhere to relates to gifts. In no uncertain terms, District employees are prohibited from giving individual students gifts. Such behavior can be construed as grooming and has no purpose at school. Specifically, employees are prohibited from gifting individual students food, toys, supplies, clothes, or cash. Employees are also prohibited from instructing students to keep gifts (or other interactions) secret. Significant discipline, up to and including, termination will result from an employee's engagement in this behavior.

Class Gifts

Employees may give their entire class or team a gift if the gift is authorized by a supervisor or designated administrator prior to dispersal and given to all students. Such gifts should be limited to celebration of special events/holidays or group recognition and should be minimal in cost. Such gifts should be the exception, not the norm.

Fulfilling Student Needs

There are times where it is evident that a student has a particular need of supplies, clothes, food, or other necessities. Such needs must be fulfilled by the campus or District, **not** individual employees. Regardless of how well meaning an employee may be, individually fulfilling that need violates this policy and will result in discipline. Rather, an employee who recognizes a student in need must contact the counselor or an administrator and inform them of the student's need. The counselor or administrator is then responsible for working with a district or campus team to fulfill those needs if the counselor or administrator determines the need is legitimate. When fulfilling the need, the student's parent/guardian must be notified about the student's need and plan to fulfill it. Counselor or administrators fulfilling these needs must communicate to parents/guardians/students that the gift is given on behalf of the District or campus and not the individual employee.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject

of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

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 reprinted below:

https://pol.tasb.org/PolicyOnline/PolicyDetails?key=359&code=DIA#localTabContent

Harassment of Students

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

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

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. 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 child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, and *Bullying,* page for additional information.

Procedures for reporting and investigating harassment of students are listed below:

- Immediately notify your supervisor. If there is any suspicion of child abuse as described below, promptly report the concern to Child Protective Services (CPS) and the appropriate local law enforcement agency.

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within **24 hours** after the employee has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety (DPS), 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 make the required report 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 does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

Policy FFG

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at https://www.cfbisd.edu/departments/counseling/resources-for-parents/child-sexual-abuse. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Abuse in the Texas Family Code is defined to include any sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reports to Texas Education Agency

Policies DF, DHB, DHC

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

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

For a certified employee, the conduct below must also be reported not later than the seventh business day after termination or resignation or notice from the principal:

- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a 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).

Reporting Crime

Policy DG

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

Mandatory Reporting Requirements

CFBISD TEXAS PUBLIC SCHOOLS

Mandatory Reporting Requirements & Parent Notification

Know the Requirements. Follow the Law. Protect Students.

	MANDATORY REPORTING of SUSPECTED CHILD ABUSE/NEGLECT FFG (LEGAL) (LOCAL) TEXAS FAMILY CODE 261.101	REPORTING EMPLOYEE MISCONDUCT (Allegations) DHB (LEGAL) DHC (LEGAL) TEC. 22A.052	STATE REPORTING OF EMPLOYEE MISCONDUCT SB 571 DHB (LEGAL) DHC (LEGAL) TEC. 21.056
	This applies when any staff has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect.	This applies when it has been alleged that an employee engaged in misconduct (including violations of boundaries and electronic communication guidelines).	Applies to allegations of educator misconduct as defined by TEC 22A.051 (SB 571) reporting requirements.
WHO MUST REPORT?	**All school employees are mandatory reporters.**	**All school employees must report conduct.**	**The superintendent must report.**
TO WHOM?	Child Protective Services (DSPS) or local law enforcement (defined by law).	The principal or Human Resources.	State Board Educator Certification through TEA's Misconduct Reporting Portal.
WHEN?	**WITHIN 24 HOURS.**	**AS SOON AS POSSIBLE (no later than 48 hours after becoming aware).**	**WITHIN 48 hours of receiving an allegation of abuse or misconduct.**
WHAT TO REPORT?	Everything the reporter suspects or believes.	The allegation and any other evidence indicating misconduct.	The allegation and any other evidence indicating misconduct via TEAL Portal.
PARENT NOTICE?	Not required before reporting. Follow CPS/law enforcement guidance.	District administration will notify parents in accordance with Board Policy FFF.	District administration will notify parents in accordance with Board Policy FFF.
KEY POINT	**Student safety is the top priority. Any concerns of abuse or neglect must be reported immediately.**	**Boundary violations, inappropriate electronic communications and/or ethical violations must be reported.**	**This matter pertains to state reporting requirements for certain serious allegations involving educators.**

800-252-5400 (CPS)
WWW.TEXASABUSEHOTLINE.ORG

IMPORTANT REMINDER: These are legal requirements. Failure to report as required by law can result in criminal penalties and district liability. When in doubt, contact your supervisor or the Texas Abuse Hotline.

Scope and Sequence

Policy DG

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

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

Technology Resources

Policy CQ, 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 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 found our website at https://docs.google.com/document/d/18wAtCJCHOoPM4UwAuLsvLBBhsUD5oQtT/edit .

Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and/or legal action. Employees with questions about computer use and data management can contact helpdesk@cfbisd.edu .

Personal Use of Electronic Communications

Policy CQ, CY, DHA

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

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, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- No employee may make an unauthorized audio or visual recording of a conversation or meeting without first notifying all participants and obtaining their consent. Employees who make authorized recordings must ensure the recording device remains in plain

view for the duration of the conversation or meeting. Secret recordings are strictly prohibited.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
    - Confidentiality of student records. [See Policy FL]
    - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See 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

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may only utilize Remind, SportsYou, ParentSquare, or District email to communicate electronically with students who are currently enrolled in the district. **No employee is authorized to communicate with students in any other manner including, but not limited: to text, WhatsApp, or social media.** 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 shall not provide students with their personal phone number or email address and shall not request such information from students

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, though communications that occur under this provision may still result in a misconduct report based on the nature, timing, and content of the messages. Employees who have a preexisting family or social relationship with a student are strongly advised to refrain from communicating electronically with any student, as doing so creates increased risk of an allegation for the

employee. An employee who claims an exception based on a preexisting family or social relationship shall provide written consent from the student's parent to their supervisor prior to engaging in any electronic communication with the student. 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 preexisting family or 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 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, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, school psychologists, and athletic trainers.

An employee who communicates electronically via Remind, SportsYou, ParentSquare, and/or District email with students shall observe the following:

- Employees are expressly prohibited from communicating with students using any form of electronic communications, that are not Remind, SportsYou, ParentSquare, and/or District email.
- A teacher, trainer, or other employee who has an extracurricular duty may only use Remind, SportsYou, ParentSquare, and/or District email to communicate with students

who participate in the extracurricular activity over which the employee has responsibility. All employees are expressly prohibited from texting students, creating WhatsApp groups, communicating with students via any social media platform, and any other type of electronic communication that is not Remind, SportsYou, ParentSquare, and/or District email. An employee who communicates with a student using Remind, SportsYou, ParentSquare, and/or District email shall comply with the following protocol:

  - Employees shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
  - Employees are prohibited from communicating with students through a personal social media account;
  - If an employee has a ("professional social media page"), the employee must enable administration and parents to access the employee's professional page and is prohibited from communicating with individual students via this account.

- Employees shall not communicate in any manner, including Remind, SportsYou, ParentSquare, and/or District email with any student between the hours of 8 p.m. and 7 a.m. absent exigent circumstances and/or immediate extracurricular logistical needs.
- The employee does not have a right to privacy with respect to communications with students and parents and should assume that all communications are screen-shotted and saved for later use.
- 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 [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 Remind, SportsYou, ParentSquare, and/or District email accounts the employee uses to communicate with one or more currently-enrolled students. **No other type of electronic communication is allowed with students, including text, WhatsApp, or social media.**
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through Remind, SportsYou, ParentSquare, and/or District email.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify their supervisor in writing within one business day if a student engages in improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Policy DH, 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

Criminal History Background Checks

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

Policy DH, DHB, DHC

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

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator

- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes 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
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.

If an employee is arrested or criminally charged, the superintendent is also required to report the educator's 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 clearinghouse will be reported to TEA. Refer to Policies DHB(LEGAL) and DHC(LEGAL) for timelines and conduct that will result in reporting.

Alcohol and Drug-Abuse Prevention

Policy DH

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

https://pol.tasb.org/PolicyOnline/PolicyDetails?key=359&code=DH#localTabContent

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

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

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

1. A device regardless of whether it is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

Fraud and Financial Impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include 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, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, 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
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Conflict of Interest

Policy CB, 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
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

Gifts and Favors

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.

Copyrighted Materials

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.

Associations and Political Activities

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

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

Policy CK series

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

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

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

- Observe all safety rules.
- 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 other electronic , including minimum vehicle liability insurance. devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact Human Resource Department.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district-provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor, SRO, security officer or call 972-968-6428 immediately.

Visitors in the Workplace

Policy GKC

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

Asbestos Management Plan

Policy CSC

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

Pest Control Treatment

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without 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 front door of the building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

General Procedures

Emergency School Closing

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 website and notify the following radio and television stations:

KRLD Radio, 1080 AM
KVIL Radio, 1150 AM, 103.7 FM
WBAP Radio, 820 AM
KTVT Television, Channel 11
KDFW Television, Channel 4
KXAS Television, Channel 5
WFAA Television, Channel 8

Staff will also be contacted by phone calls and text messages through Parent Square notification system. It is important that each staff member keep his/her telephone number updated through the change of address/phone information form on www.cfbisd.edu.

Emergencies

Policies CKC, 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, secure, 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, bleeding control kits, and emergency opioid antagonists in compliance with Texas Education Code 103. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures

Policy CH

All requests for purchases must be entered as requisitions within TEAMS. No purchases, charges, or commitments to buy goods or services for the district can be made without an approved purchase order (PO). The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact PurchasingStaff@cfbisd.edu for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources Department at cfbhrteam@cfbisd.edu if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary.

Personnel Records

Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address 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
- 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 made at any time by submitting a written request to the Human Resource Department by emailing cfbhrteam@cfbisd.edu. 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. An 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

Policies DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures. The District Facility Rental Office is responsible for scheduling the use of facilities after school hours.

Key Management

District-issued keys are essential tools for ensuring the security and operational functionality of all facilities. Employees who are issued keys are entrusted with the responsibility to use, store,

and report key-related issues in compliance with district policies and procedures. The following guidelines must be followed to maintain campus and district security:

Lost or Stolen Keys
Employees must take every precaution to safeguard district-issued keys. If a key is lost or stolen:

- Immediate notification must be made to the employee's Supervisor and Facility Services.
- Monetary penalties for lost keys are assessed as follows:
    - Great Grand Master Key: **$500.00**
    - Exterior Master Key: **$150.00**
    - Interior Master Key: **$150.00**
    - All other keys: **$35.00**

Key Fees and Replacements

- Keys that are broken or worn through normal use will be replaced **at no charge**, provided the damaged key is returned to Facility Services.
- Employees who transfer within the district are required to return all previously issued keys and request new keys specific to their new assignment.

Unauthorized Key Transfers
To maintain the integrity of the district's security:

- Keys **may not** be transferred between employees under any circumstances.
- Unauthorized duplication or replacement of keys is strictly prohibited and may result in disciplinary and/or legal action.

Employees with questions about key use or facility access should contact their Supervisor or the district's Facility Services Department. All employees are expected to always comply with key management regulations.

Termination of Employment

Resignations
Policy DFE, DHB

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent or other persons designated by the board of trustees, which includes Human

Resources. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent or other person designated by board action.

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 TEA.

Noncontract Employees. Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the 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.

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB, DPA, 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 nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The reporting requirements for termination of a contract 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

Policies DCD, DHC, DPA, 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

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

Policies DF, DH

Except as required by state or federal law, district employees are prohibited from engaging in diversity, equity, and inclusion activities, including assigning diversity, equity, and inclusion duties to any person. Any employee who intentionally or knowingly engages in or assigns diversity, equity, and inclusion duties to another person will be subject to appropriate discipline, including termination of employment.

Prohibited Classroom Instruction

Policies DF, DH

District employees are prohibited from engaging in an act prohibited by Education Code 28.0022 (Certain Instructional Requirements and Prohibitions). Any district employee intentionally or knowingly engaging in or assigning to another individual activities related to controversial topics described in Education Code 28.0022 is subject to disciplinary action, including termination of employment.

Exit Interviews and Procedures

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Reports 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, child medical support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Student Issues

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, CFBISD 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:

- Leon Sulak
  Executive Director of Student Services
  District Title IX coordinator for students.

Questions or concerns about discrimination on the basis of a disability should be directed to:

- Pam Henderson, Director of Special Services, Marie Huie Special Education Center ,1820 Pearl St Building C, Carrollton, TX 75006, hendersonp@cfbisd.edu, 972-968-5882 the district ADA/Section 504 coordinator for students.

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

Student Records

Policy FL

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

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

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC, FFAF

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen®), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the

medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

Students are expected to follow the 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

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 report all absences to the campus principal upon returning These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the building principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

https://pol.tasb.org/PolicyOnline/PolicyDetails?key=359&code=FFI#localTabContent

Hazing

Policy FNCC

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