

Crane Independent
School District

Employee Handbook
2011-2012



Introduction

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

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. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. The policy manual is located at the superintendent's office and is available for employee review during normal working hours or may be viewed online at <http://www.tasb.org/policy/pol/private/052901>.

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Employee handbook receipt

Name (Please print) _____

Campus/department (Please print) _____

I hereby acknowledge receipt of a copy of the Crane ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the superintendent if I have questions or concerns or need further explanation.

Signature

Date

Instructions for Accessing the 2011-2012 CISD Employee Handbook Online

1. On your desktop, double click on the icon named "Internet Explorer."
2. In the address bar type exactly: www.craneisd.com - press enter
3. Click on the link entitled "Intranet."
4. Click on the link entitled "Employee Handbook."

Note: After reviewing this handbook, please print or copy this page and sign and date one copy and return it to Vonna Johnson in the Superintendent's office.

➔ If you prefer to be provided with a printed copy of the Employee Handbook, please see your campus secretary. She will be able to provide you with a copy or print one for you.

District information

Mission statement

Policy AE

“Crane Schools are part of a community that personalizes learning and nurtures thoughtful, knowledgeable citizens.”

Board of trustees

Policies BA, BB,BD 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, facilities, and expansions. The board has complete and final control over school matters within limits established by state and federal law 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. Trustees are elected annually and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Board members:

Jerry Smith, President (term expires 2012)	Wally Cox, Member(term expires 2014)
Manuel Cadena, Sr., V. President (term expires 2012)	John Cavazos, Member (term expires 2012)
Evelyn Stroder, Secretary (term expires 2013)	Van Dodd, Member(term expires 2014)
Lonny Velasquez, Asst. Secretary (term expires 2013)	

Trustees usually meet the second Thursday after the first Monday of every month at 7:00 p.m. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district’s website and at 511 West 8th Street at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice. All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session. Closed session may occur for such things as discussing prospective gifts or donations, real property acquisition, personnel issues including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

Board meeting schedule for 2010-2011

August 18, 2011 January 12, 2012
September 15, 2011 February 16, 2012
October 13, 2011 March 15, 2012
November 17, 2011 April 12, 2012
December 15, 2011 May 17, 2012

Administration

Mr. Larry T. Lee, Superintendent
Ken Eudy, Business Manager
Alan Swinford, Maintenance/Transportation Director
Naldo Esparza, Athletic Director
Glorietta North, Special Education Director
Beverly Massingill, Cafeteria Manager
Jimmy Heath, Technology Director
Joy Armstrong, Elementary School Principal
Tony Priest, Middle School Principal
Carlin Grammer, High School Principal
Rebecca Suttles, Assistant Superintendent Curriculum

District Telephone Directory (Appendix A)

District School Calendar (Appendix B)

Crisis Hotline Numbers for Student/Parent/Employee (Appendix C)

Employment

Equal employment opportunity

Policies DAA, DIA

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

Employees with questions or concerns relating to discrimination on any of the basis listed above should contact the Superintendent.

Title IX – Larry T. Lee

504 – Glorietta North

Job vacancy announcements

Policy DC

Announcements of job vacancies by position and location are distributed on a regular basis and posted at the central administration building, campus office and on the district's web site (www.craneisd.com), TASA (www.tasa.net).

Employment after retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a 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 Web Site (www.trs.state.tx.us). Employees can contact Karla Harbin, at 432-558-1020 for additional information.

Contract and noncontract employment

Policies DC Series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from State Board for Educator Certification (SBEC) and nurses under probationary, 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 probationary contracts 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 in public schools for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years, (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term contract should be given.

Term contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract 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 employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

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

Certification and Licenses

Policy DBA

Professional employees who positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the superintendent, Larry T. Lee. Contact Larry Lee, or Assistant Superintendent of Instruction, Rebecca Suttles, if you have any questions regarding certification or licensure requirements.

Searches and alcohol and drug testing

Policy DHE

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

Employees required to have a commercial driver's license. Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol 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 when 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 returns to duty.

All employees required to have a CDL or who are otherwise 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 policies and related educational material should contact Alan Swinford, Maintenance/Transportation Director.

Health and Safety Training Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification in first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED) and extracurricular athletic activity safety. Certification or documentation must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification to Vonna Johnson by September 1, 2011.

Reassignment 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).

Employees 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.

Workload and work schedules Policies DEA, DL

Professional employees and academic employers 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 and 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 will receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Notification to parents regarding qualifications Policies DK, DBA

In schools receiving Title I funds, the district is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by a teacher who is not highly qualified.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals serving with an emergency permit (including individuals waiting to take a certification exam and individuals who do not hold any certificate or permit. 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 superintendent.

Performance evaluation Policies DN Series

Evaluation of an employee's job performance is to be a continual 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, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

Employee involvement

Policies BQA, BQB

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

Staff development

Policy DMA

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

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

Any staff development performed on non-contract days must be pre-approved by the appropriate administrator to be used for days designated as "comp days" by the Superintendent. For this purpose, six hours of pre-approved staff development will equal one (1) day for comp purposes.

Compensation and benefits

Salaries, wages, and stipends

Policies DEA, DEAA

Employees are paid in accordance with administrative guidelines and a pay structure as established for each position. 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.

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.

Employees should contact Karla Harbin at 432-558-1020 for more information about the district's pay schedules or their own pay.

**Annualized compensation
Policy DEA**

The district pays all employees over 12 months regardless of the number of months employed during the school year. An employee who separates from service before the last day of instruction or retires under TRS, will receive in his or her final paycheck, a lump sum payment for wages actually earned from the beginning of the school year to the date of separation. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

Paychecks

All employees are paid monthly. During the school year, paychecks and paycheck stubs for those who participate in direct deposit are delivered to each campus. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. During summer breaks, paychecks not direct deposited and paycheck stubs will be mailed.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

The schedule of pay dates for the 2011-2012 school year follows:

September 6, 2011	March 6, 2012
October 6, 2011	April 5, 2012
November 4, 2011	May 4, 2012
December 6, 2011	June 6, 2012
January 6, 2012	July 6, 2012
February 6, 2012	August 6, 2012

Automatic payroll deposit

Employees can have their paychecks electronically deposited into an account at their personal bank. A notification period of one week is necessary to activate this service. With automatic deposit, an employee's pay is immediately available on the pay date. Contact Karla Harbin at 432-558-1020 for more information about the automatic payroll deposit service.

Payroll deductions

Policy CFEA

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions are also required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership will have social security and Medicare tax deductions.

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. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime compensation

Policy DEA

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. Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. (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. For the purpose of calculating overtime, a workweek begins at 12:00 a. m., Sunday and ends at 11:59 p.m., Saturday.)

Employees may be compensated for overtime 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.

Use of comp time may be at the employee's request with supervisor approval as workload permits or at the supervisor's direction.

Comp time must be used in the duty year that it is earned.

An employee may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation).

Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel expense reimbursement Policy DEE

REGISTRATION FEES –

Submit a P.O. request to your supervisor for the event you would like to attend. Furnish completed registration form to the business office. NO P.O. requests for lodging and meals can be processed until your supervisor has approved the trip. If there is no registration fee, ask your supervisor to email their approval to the business office.

LODGING OF EMPLOYEES –

Every effort should be made to secure the state allowable rate. Note on your P.O. request if you negotiated the state rate, convention rate or that state rate was not available. In large cities, remember to check on parking fees and add them to your P.O. request. See state rates at: http://portal.cpa.state.tx.us/hotel_directory/index.cfm. Call the hotel directly using the local number provided on this website.

Two people of the same gender shall be assigned to each room. List names of employees traveling on P.O. request. Exceptions must be approved by the superintendent.

Request “Need check in hand” so that you can take the check with you. In order to hold the room, most hotels require a credit card. School credit cards are available for that purpose at the business office. Do NOT call any third-party vendor such as Travelocity Expedia or Hotels.com in an attempt to reserve a room(s). These third-party vendors do not hold rooms, they only sell rooms and it is almost impossible to get your money back. Also, ask the hotel for local tax only to be figured for you, then note that on your P.O. request. We are exempt from state sales tax and will send proof with you along with the lodging check.

Extra charges to an employee’s room will be the responsibility of the employee. Exception: telephone call in an emergency situation or for school business.

LODGING OF STUDENTS

Same guidelines as above except: Four students of the same gender shall be assigned to each room. Exceptions must be approved by the superintendent.

MEALS FOR EMPLOYEES -

For trips not requiring overnight lodging, come by the business office and check out a credit card. Immediately after returning from your trip, turn back the credit card and receipt(s). Maximum allowable meal limits stated below will be monitored. Any expenditure over the allowable amount will be the responsibility of the individual employee(s). Employees on extended travel must request meal money via an approved requisition/purchase order listing you as the vendor prior to the trip at a rate of \$36 per day (\$9 breakfast; \$13 lunch; \$14 supper). These amounts are for food/non-alcoholic beverage only. Tips of no more than 15%

above these amounts are acceptable. On your P.O. request, state "Need check in hand". With ample notice, the business office will generate a check made out to you for meal "per diem". You will not be required to return receipts for this type expenditure. If more than one employee is traveling, it is preferred that one employee request for all by listing names on one P.O. requisition.

MEALS FOR STUDENTS-

It is always preferred to pre-arrange the use of a P.O. requisition with the restaurant. Before the trip, prepare a P.O. requisition to the restaurant stating "Return to employee" on the "Request" portion. Take approved P.O. with you to the restaurant and bring back an invoice from the restaurant to the business office for payment after you return. In cases involving overnight lodging in unfamiliar towns, employees must request meal money via an approved requisition/purchase order listing you as the vendor prior to the trip at a rate of **\$36 per day (\$9 breakfast; \$13 lunch; \$14 supper)**. **These amounts are for food/non-alcoholic beverage only. Tips of no more than 15% above these amounts are acceptable.** On your P.O. request, state "Need check in hand". In the body portion of the P.O. request, state numbers of students traveling. With ample notice, the business office will generate a check made out to you for meal expenses. For large amounts of money, the business office will consider the use of a combination of cash and credit card. You will be required to return receipts for this type expenditure and/or the cash difference. The Accounts Payable Clerk (Leigh Ann McCain) will furnish a form to properly account in this way.

Use of School Vehicles-

For approved travel, reimbursement for personal vehicles will only be considered if no school vehicles are available. When a district employee uses a district vehicle, check out a gasoline credit card. Reimbursements for personal fuel purchases are strongly discouraged. The district will not be responsible for traffic violations including parking tickets

Health, dental, and life insurance Policy CRD

Group health insurance coverage is available to all full-time employees. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a separate booklet entitled Health Benefit Booklet.

The insurance plan year is from September 1 through August 31. New employees must complete enrollment forms within the first week of employment. Coverage begins the first of the month following the first day of employment. Current employees can make changes in their insurance coverage September 1, except for a qualifying event. Qualifying events include marriage, birth, adoption, death, divorce and loss of the coverage. Employees should contact Karla Harbin, 558-1020 for more information.

Supplemental insurance benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for life, health or vision. Premiums for these programs can be paid by payroll deduction. Employees should contact Karla Harbin, 558-1020, 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., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator (AFLAC) handles employee claims made on these accounts. New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time 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. Crane ISD currently purchases workmen's compensation insurance coverage through Claims Administrative Services, Inc.. All workers are covered from work-related injuries beginning on the first day of employment. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related accidents or injuries should be reported immediately to the employee's supervisor. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

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 Ken Eudy, Business Manager or Karla Harbin, at 432-558-1020.

Teacher retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Texas Teacher Retirement System (TRS). Substitutes not receiving TRS service retirement

benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify Karla Harbin, at 432-558-1020, as soon as possible. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us). See page 5 for information on restrictions of employment of retirees in Texas public schools.

Other benefit programs

Annuities

Policy CRG

For the 2011-2012 school year, Crane ISD offers a matching annuity program for eligible employees who make voluntary contributions to a personal 403(b) or 403(b)(7) account. Crane ISD will match personal 403(b) contributions, up to 6% of salary, by making contributions, for the benefit of the employee, into a 401(a) pension account. This 401(a) account vests to the employee over a four-year period. The 6% 401(a) match does not limit employees from making additional contributions above 6% to their personal 403(b) account. Contact Karla Harbin, at the business administration office, 432-558-1020, for information concerning the District's annuity program.

Tuition-Free Attendance

Policy DEB

The District offers children of nonresident District employee's tuition free attendance at Crane ISD.

Leaves and absences

Policy DEC, DECA, DECB

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 superintendent at 432-558-1022 for counseling about leave options, continuation of benefits, and communicating with the district.

Use of Leave. Leave is available for the employee's use. However, personal and sick leave is earned on an annual basis. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final pay-check.

Leave must be may be used in ½ day increments, one-half (1/2) day increments. However, if an employee is taking family medical leave, leave shall be recorded in one-hour increments. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- State Sick Accumulated before 1995-1996
- State Personal
- Sick Pool

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification.

Medical Certification. Any employee who is absent more than five (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 Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II 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” as defined by GINA, includes 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 Family and Medical Leave Act 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.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. A day of earned state leave is equivalent to an assigned workday. There is no limit on the accumulation of state leave, and it can be transferred to other Texas school districts and is generally transferable to education service centers. There are two types of state leave: nondiscretionary and discretionary.

Local leave

Each employee earns local leave as follows:

10 month 5 days

10.5	month	5.5 days
11	month	6 days
11.5	month	6.5 days
12	month	7 days

Nondiscretionary. State/Local leave that is taken for personal or family illness, emergency, or a death in the family, or active military service, is considered nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as state sick leave.

Discretionary. State/Local leave that is taken at an employee’s discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request five (5) days in advance of the anticipated absence to his or her principal or supervisor. Discretionary personal leave will be granted on a first-come, first- served basis. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

Sick leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State leave can be used in one-half or whole day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers’ compensation benefits.

If while employed during current school year, an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee’s next paycheck.

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

Sick Leave Pool

A District sick leave pool shall be established from voluntary donations of local and state personal leave by individual District employees to assist a fellow employee suffering from personal illness or disability, including pregnancy-related disability, or an employee absent because of the illness or disability of a member of the employee's immediate family.

An employee may receive an unlimited number of leave days from a pool. An employee may

request that a sick leave pool be established only after he or she has exhausted all other available paid leave.

The employee or a member of the employee's family shall address any request for the establishment of a sick leave pool in writing to the Superintendent. The Superintendent or designee shall then initiate the sick leave pool for the employee and notify District staff.

The sick leave pool shall be composed of voluntary contributions by district staff for a specific individual, and donated days shall be designated to a specific pool. No staff member shall be allowed to contribute more than five of his or her local and state personal leave days to sick leave pools in a school year.

All contributions to sick leave pools shall be voluntary and confidential donations. Employees violating this provision shall be considered in violation of district policy and the standards of ethics outlined at DH(EXHIBIT) and shall be subject to disciplinary action in accordance with DH(LOCAL).

The sick leave pool ceases to exist when the employee returns to work or when each voluntary donation reaches the maximum contribution and the sick leave pool is exhausted. Unused sick leave pool days shall revert to the donors and shall be divided proportionately among donors according to the amount contributed. Reimbursed days shall be divided in increments of no less than one-half days. No general pool shall remain in existence.

Family and medical leave (FMLA)

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

Basic Leave Entitlement: FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

For incapacity due to pregnancy, prenatal medical care or child birth;
To care for the employee's child after birth, or placement for adoption or foster care;
To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements: Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military arrangements, attending certain counseling sessions, and attending post-development reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. It also includes a family member who is a veteran with an illness or injury that occurs in the line of duty while on active duty and manifests itself before or after the service member became a veteran. The veteran must have been on active duty during the five years preceding the need for treatment, recuperation, or therapy.

Benefits and Protections: During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements: Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

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

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of leave: An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave: Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities: Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include:

- that the employee is unable to perform job functions,
- the family member is unable to perform daily activities,
- the need for hospitalization or continuing treatment by a health care provider
- the circumstances supporting the need for military family leave.

Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities: Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Unlawful Act by Employers: FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right protected under FMLA,
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) required FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures.

For additional information:

1-866-487-9243 TTY: 1-877-899-5627

Local FMLA Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured forward from the date an individual employee's first FMLA leave begins.

Use of paid leave. Family and medical leave 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 family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

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

Intermittent leave. When medically necessary, 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.

District contact. Employees requiring family and medical leave should contact Karla Harbin at 432-558-1020 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 disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the supervisor and business office 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 resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously

assigned as soon if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' compensation benefits

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

Assault leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person 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

In the event of the death of an immediate family member of an employee, up to five workdays of bereavement leave shall be granted with no loss of pay or other paid leave.

The term "immediate family" shall include:

- 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 stand in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stand in loco parentis to the employee.

- Sibling, stepsibling, sibling-in-law.
- Grandparent and grandchild.
- Any person residing in the employee's household at the time of illness or death.

For purposes of the Family and Medical Leave Act, the definition of "family" includes only spouse, parent, and child.

Emergency leave

In circumstances where a member of an employee's immediate family is receiving medical care in an i.c.u. or c.c.u., the employee shall be granted as many as ten workdays of emergency leave. Such leave shall be taken with no loss of pay or other paid leave.

Jury duty

Employees will receive leave with pay without loss of accumulated leave for

- Jury duty.
- Other court appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding.

Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Military leave

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave is limited to 15 days each federal fiscal year (October 1 – September 30). 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 Guard 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. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the period of time specified by law to the superintendent or Vonna Johnson.

In most cases, the length of military service cannot exceed five years, and the employee must apply for reemployment within the period of time specified in law.

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 Karla Harbin for details on eligibility, requirements, and limitations.

Complaints and grievances

Policy DGBA

In an effort to hear and resolve employee 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 problems or complaints with their supervisors or an appropriate administrator at any time.

The formal grievance 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 grievance procedures are exhausted, employees can bring grievances to the board of trustees. The district policy concerning the process of bringing concerns and complaints can be found online at www.craneisd.com or in printed form at the campus offices.

Employee conduct and welfare

Standards of conduct

Policy DH

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

- Recognize and respect the rights and property of students and coworkers and maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late.

Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.

Know and comply with department and district procedures and policies. 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.

Express concerns complaints or criticism through appropriate channels.

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 may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident. See Reports to the State Board for Educator Certificate, 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:

Code of Ethics and Standard Practices for Texas Educators

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.(19TAC 247.1(b)).

Enforceable Standards

Professional Ethical Conduct, Practices and Performance

- Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Education Certification (SBEC) and its certification process.
- Standard 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
- Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses or pay.
- Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.
- Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students,

parents of students, or other persons or organizations in recognition or appreciation of service.

- Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.
- Standard 1.7 The educator shall comply with state regulations, written local school board policies and other state and federal laws.
- Standard 1.8 The educator shall apply for, accept, offer or assign a position or a responsibility on the basis of professional qualifications.
- Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.
- Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- Standard 1.11 The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
- Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
- Standard 1.13 The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

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.
- Ethical Conduct toward Students
- **Standard 3.1** The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- **Standard 3.2** The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health or safety of the student or minor.

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

Dress and grooming

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

These dress and grooming standards were developed for the following reasons:

- Promoting Professionalism
- Maintaining respect for Our Profession
- Establishing Credibility in the Eyes of Stakeholders

It is the belief of Crane ISD that professional dress helps in making a good impression upon stakeholders and fosters productive relationships.

Employees are to wear clothing that is neat and clean. Employees are not to wear clothing that is tight, revealing, short, torn, tattered, dirty and excessively faded, or with visual, written, or implied messages that are likely to disrupt the school environment.

Jeans, shorts, T-shirts and warm-ups/wind suits are prohibited in the academic building during the regular school day with the following exceptions:

- Jeans and "spirit T-shirts", may be worn on Fridays or other days as designated by the administration.
- Jeans may be worn by teachers where appropriate for their teaching assignment. (i.e. Wood and Metal Shop, Auto Mechanics)
- Shorts may be worn when teaching classes in gyms or outside. If a teacher who teaches a class in shorts needs to enter the academic building for a short time, warm-up pants should be worn over the shorts.
- Hair should be cut to a length that gives a neat, well-groomed appearance. Men's hair should not be below the top of the collar.
- Men are permitted facial hair if neatly trimmed and moderate in style. All facial hair, however, must be fully established by the start of the school year or upon return from school holidays.
- Earrings may be worn by female employees only, and ears are the only exposed areas of the body on which pierced jewelry may be worn.
- Tattoos must be covered.
- Shoes must be worn at all times; specifically prohibited footwear are Crocs®, shower clogs, bathroom slippers, flip-flops, or footwear not intended for outdoor wear.

Additional standards may be established by supervisors and approved by the Superintendent.

Discrimination, harassment, and retaliation Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees 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.

Employees who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the employee should report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the board.

The district's policy that includes definitions and procedures for reporting and investigating harassment may be found at www.craneisd.com.

Employees shall not tolerate harassment of others and shall make reports as required at reporting procedures may be found online at www.craneisd.com.

Harassment of students

Policies DF, DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse 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 suspects 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 for additional information. The district's policy that includes definitions and procedures for reporting and investigating harassment of students may be found online at www.craneisd.com.

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, or religion.

Employees shall not tolerate harassment of students and shall make reports as required in board policy which may be found online at www.craneisd.com.

Reporting suspected child abuse

Policies DF, DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

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

- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Educators Code of Ethics and Standard Practices for Texas Educators.

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 agencies. In addition, employees must cooperate with child abuse and neglect investigators.

Reporting the concern to the principal does not relieve the employee of the requirement to report 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.

Child Sexual Abuse and Maltreatment of Children

The District has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at the superintendent's office. 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 otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects 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 to law enforcement or to Child Protective Services (CPS).

Alcohol and Drug-abuse prevention Policies DH, DI

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

The district policy regarding employee drug use may be found in board policy *DI(Local)* online at www.craneisd.com or in printed form at the campus office.

Fraud and financial impropriety Policy CAA

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

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

Conflict of interest Policies BBFA, DBD

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

- A personal financial interest
- A business interest

- Any other obligation or relationship
- Nonschool employment

Association 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.

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 fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety

Policy CK

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

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

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

Tobacco use
Policies DH, GKA, FNCD

State law prohibits smoking or using tobacco products on all district-owned property and at school-related or school-sanctioned activities, on or off campus. 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 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.

Criminal history background checks
Policy DBAA

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

Employee arrests and convictions
Policy DH

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 of 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

Possession of firearms and weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises or any grounds or building (e.g., building or portion of a building) where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it immediately to their supervisors or call 911 or the local law enforcement authorities: Crane County Sheriff's Office – 432-558-3571; City Police Department – 432-558-2212.

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.

Copyrighted materials

Policy CY

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

Technology Resources

Policy CQ

The district's technology resources, including its network access to the Internet, 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

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 who are authorized to use the systems are required to abide by the provisions of the district's technology resources acceptable use policy and administrative procedures. Failure to do so can result in suspension of access privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact Jimmy Heath, Technology Director at 432-558-1074.

Personal Use of Electronic Media Policy DH

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), Web logs (Blogs), electronic forums (chat rooms), video-sharing Web sites (e.g. YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, 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 Policy DH(Exhibit))

- Confidentiality of district records, including educator evaluations and private e-mail 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 Policy DH (Exhibit))

Use of Electronic Media with Students

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

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

- **Electronic media** includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g. YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- **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, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media except text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. (See Policies CPC and FL)
 - Copyright law (Policy EFE)
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. (See Policy DF)
- Upon request from administration, an employee will provide the phone numbers(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

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 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.

Asbestos management plan Policy CKA

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

Pest control treatment Policy DI, CLB

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located at the entrance of each campus. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electronic means. Pest control information sheets are available from the maintenance office, each campus administration, the superintendent's office and the facility manager's office upon request.

General procedures

Bad weather closing

The district may close schools because of bad weather or 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 or to release students early, the following radio and television stations will be notified by school officials:

KMID – CH 2 – 563-2222
KOSA – CH 7 – 580-5672
KODM 97.9 – 561-9809

KWES – CH 9 – 567-9999
Channel 10 – CISD News – 558-1029

Parents and staff will be notified by the local Connect-Ed System® Parents and staff will be notified by the local ConnectEd® System

Emergencies Policy CKC

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

Staff notification plan

In case of inclement weather or emergency, the following plan will be followed to inform district staff.

Mr. Lee	558-1022	CALLS:
Carlin Grammer	558-1030 -	Mr. Grammer initiates high school notification plan
Tony Priest	558-1040 -	Mr. Payne initiates middle school notification plan
Joy Armstrong	558-1050 -	Mr. Grammer initiates elementary school notification plan
Ken Eudy	558-1020-	Mr. Eudy contacts the central office staff
Beverly Massingill	558-1064 -	Ms. Massingill calls food services staff
Glorietta North	558-1032 -	Mrs. North contacts all special education staff
Alan Swinford	558-1064 -	Mr. Swinford initiates main/transp notification plan
Jimmy Heath	558-1074 -	Mr. Heath calls technology notification plan

Purchasing procedures Policy CH

All requests for purchases must be electronically submitted by completing an official district requisition form. Once the requisition has been approved by the supervisor, a purchase order number will be assigned by Leigh Ann McCain at the business administration office. The purchase order will then be routed to the superintendent and business manager for final approval. All requisitions must be marked to be faxed or to be mailed. Orders will not be called in by the business office. No purchases, charges, or commitments to buy goods or services for the district can be made without a purchase order number. 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 Ken Eudy, Business Manager or Leigh Ann McCain, Accounts Payable Clerk, at 432-558-1020 for additional information on purchasing procedures.

Name and address changes

It is important that employment records be kept up to date. Employees must notify Vonna Johnson at the superintendent's office, 432-558-1022 if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary.

Personnel records

Policy GBA

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

- Address
- Phone number
- Social Security number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information may be done any time by submitting a written request to Vonna Johnson at the superintendent's office. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Maintenance work orders

Maintenance Work Orders and Transportation Requests are submitted online from the Crane ISD local intranet website, <http://www.craneisd.com> (click on the intranet link.) Work order requests are electronically routed through the building principal or department director for their approval. Please discuss work requests and transportation requests with the appropriate supervisor prior to submission.

Maintenance orders are prioritized and then completed as quickly as possible. Special instruction requests for scheduled events should be submitted as far in advance as possible. But no less than one week prior to the event.

Transportation requests

Transportation requests are submitted online from the Crane ISD local intranet website, <http://www.craneisd.com/>. Transportation requests are electronically routed to the building principal or department director and also to the transportation department. Contact Alan Swinford, Maintenance/Transportation Director, or Penni Grammer, Maintenance Secretary, 558-1064, if you have any questions concerning this process.

Transportation requests are processed and posted on the local intranet website on Friday of the week prior to the use date. Persons submitting transportation requests for a season or series of scheduled activities may submit the entire season of events at the beginning of the

school term. The request form must be filled out completely. Last minute requests or call in requests must be made by the principal or department supervisor and will be handled on a first come first serve basis.

Vehicle work requests are used to report any needed repairs to school transportation. Repair requests may be submitted on the local intranet website. Contact Alan Swinford, Maintenance/Transportation Director, or Penni Grammer, Maintenance Secretary, 558-1064, if you have any questions concerning this process.

Technology maintenance requests

Technology maintenance requests are submitted online from the Crane ISD local intranet website, <http://www.craneisd.com/>. Technology maintenance requests are electronically routed to the technology department. Contact Jimmy Heath, Technology Director, 558-1074, or Michael Schaffer, Network Technician, 558-1078, Kylabe Easley, 558-1078, concerning any questions you may have about this process.

Management of collected funds

All collected funds should be secured in the appropriate campus office daily. Sponsors should not leave funds collected in classrooms overnight. Funds left unsecured will become the responsibility of the sponsor.

Building use

Policies DGA, GKD

Contact Vonna Johnson at the superintendent's office, 432-558-1022, to request the use of district facilities for purposes other than school-related activities and to obtain the forms and information on the fees charged. Leigh Ann Esparza, high school secretary, is responsible for scheduling the use of the high school facilities. You may call 432-558-1030 to schedule the use of the high school facilities. Contact Jimmy Heath, Technology Director, 432-558-1074, to schedule the use of the technology building.

Termination of employment

Resignations

Policy DFE

Contract employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent. Contract employees may resign at any other time only with the approval of the superintendent or board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in Reports to the State Board for Educator Certification, on page 30).

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

Dismissal or nonrenewal of contract employees
Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF

Employees on probationary, term, and continuing contracts can be dismissed during the school year or nonrenewed at the end of the year according to the procedures outlined in district policies. 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 time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF policies that are provided to employees or in the policy manual located at the superintendent's office or online.

Dismissal of noncontract employees
Policy DCD

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, religion, sex, national origin, disability, military status, 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)

Exit interviews and procedures
Policies DC and CY

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 to the State Board for Educator Certification Policy DF

- The dismissal or resignation of a certified employee will be reported to the SBEC if there is reasonable evidence that the employee's conduct involves the following:
- A reported criminal history
- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event

Reports concerning court-ordered withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

- 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

The Crane ISD does not discriminate on the basis of race, color, religion, national origin, gender, or disability in providing education services, activities, and programs, including vocational 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 on the basis of race, color, religion, gender, or national origin should be directed to the superintendent. Larry Lee is the Title IX Coordinator and Glorietta North is the 504 Coordinator.

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 (if 18 or older or emancipated by a court)
- 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 teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering medication to students

Policy FFAC

Only designated employees can administer medication to students. A student who must take prescription 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 Code of Conduct and Student Handbook. 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.

Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. A copy of this report will be sent by the principal or administrator to the student's parents within 24 hours.

Student attendance **Policy FEB**

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

**Bullying
Policy FFI**

All employees are required to report student complaints of bullying to the campus principal. The district policy that includes definitions and procedures for reporting and investigating bullying of students and is reprinted here:

Bullying Prohibited	<p>Note: This policy addresses bullying of District students. For provisions regarding discrimination, harassment, and retaliation involving District students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.</p> <p>The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.</p>
Definition	<p>Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:</p> <ol style="list-style-type: none"> 1. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or 2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.
Examples	<p>Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.</p>
Timely Reporting	<p>Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.</p>
Reporting Procedures	<p>Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in writing.</p>
Notice of Report	<p>Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal or designee.</p>
Investigation of Report	<p>If a report is made orally, the campus principal or designee shall reduce the report to written form.</p> <p>The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, and if so proceed under that policy instead.</p>

<p>Concluding the Investigation</p>	<p>The campus principal or designee shall conduct an appropriate investigation based on the allegations in the report. The campus principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.</p> <p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the campus principal or designee shall take additional time if necessary to complete a thorough investigation.</p>
<p>District Action</p>	<p>The campus principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the Superintendent or designee.</p> <p>If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the District's Student Code of Conduct. [For information on student transfers due to bullying, see FDB.]</p>
<p>Confidentiality</p>	<p>The District may take action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of bullying under this policy.</p> <p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.</p>
<p>Appeal</p>	<p>A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.</p>

**Hazing
Policy FNCC, FO**

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 discipline person.

**Administrative Regulations
In-School Suspension Assignments**

The purpose of an in-school suspension placement is to both isolate students for inappropriate behavior and to assure the safety of other students with the removal. Students assigned to the

CISD ISS Center will not be eligible to attend any school-sponsored activities on any day they are assigned to in-school suspension.

News Articles/Presentations

It is the philosophy of the administration of the Crane Independent School District to seek out every avenue to promote and honor student and staff member contributions during the school year. To facilitate that philosophy, students and staff members are urged to utilize the media resources available to the school district (i.e. Channel 10, The Crane News, etc.). In doing so, the following guidelines will be adhered to for District news articles/presentations. The appropriate administrator will approve all news articles/presentations prior to the publication/airing of the item.

All news articles meant for publication in printed mediums will be electronically forwarded to the building principal for approval. Once the building principal has read and approved all news articles, they will forward those articles and/or digital images electronically to the *The Crane News* for publication. Only items submitted by the building principal will be accepted by *The Crane News* for publication.

Immunization Records

Due to the necessity to receive immunization records in a timely manner in the nurses office from all of our new students, it will be required that on the date of enrollment by a new student, the school nurse will be part of the enrollment process.

According to state law, new students may be admitted under a provisional enrollment policy provided at least one immunization in each series has been received. The remaining required immunizations must be completed as soon as medically possible in order for the student to remain in attendance.

On the date of enrollment, the school nurse will check the student's immunization record to make sure that the record is complete, and no immunizations are lacking. The student will be allowed to attend school if the school nurse can obtain these records within the 30-day state law period.

If the student does not have any records of any immunizations, they cannot be allowed to attend school until the immunizations have been started. During this initial assessment, the school nurse will also complete vision and hearing screening, Acanthosis Nigricans screening, height and weight, and head check for lice.

When these items are completed, the school nurse will certify the child for enrollment by calling the campus or sending written notification with the student.

District Video Usage

The purpose of the use of videos in the Crane Independent School District will be to provide a wide range of instructional resources for students and faculty. The CISD administration generally shall rely on its professional staff to select and acquire videos that:

- Enrich and support the curriculum, taking into consideration students' varied interests, abilities, learning styles, and maturity levels.
- Stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
- Represent broad viewpoints of many religious, ethnic, and cultural groups and their contributions.

In the selection of videos to be viewed by our students, professional staff shall ensure that these materials:

- Are consistent with the general educational goals of the District and the aims and objectives of individual campuses and specific courses.
- Are appropriate for the subject and for the age, ability level, learning styles, and social and emotional development of the students for whom they are selected.
- Are previewed prior to implementation by professional staff to ensure the students will view no inappropriate materials.
- No video shown in the District will contain profanity and/or nudity.
- Have been approved by the administration, using the appropriate forms, prior to implementation.

Videos deemed violent in nature will need prior approval by parents/guardians. In the event a parent/guardian disapproves of violent content of a video, the students shall be provided an alternate form of instructional resource.

This administrative regulation will cover all video usage for the District (i.e. classrooms, libraries, buses).