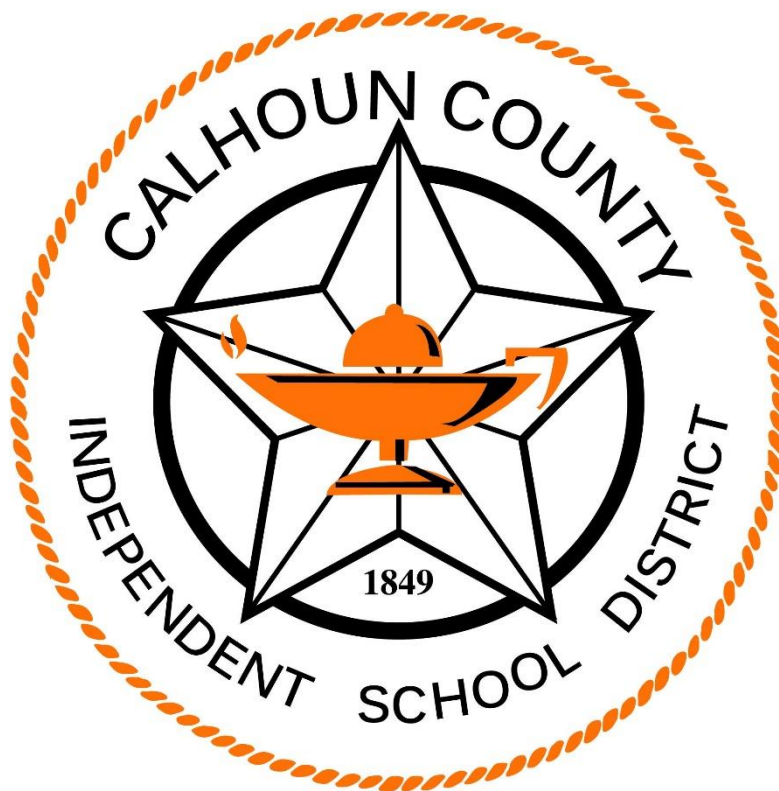


Calhoun County ISD

2023–2024 Employee Handbook

If you have difficulty accessing the information in this document because of a disability or translation, please contact Angela Tullos at tullosa@calcoisd.org.



Accessibility

If you have difficulty accessing this handbook because of a disability, please contact the District Office at (361) 552-9728.

Translation Assistance:

If you have any translation difficulty or questions regarding any document on the Calhoun County ISD website, please contact the District Office.

翻译协助：

如果您在**Calhoun County ISD**网站上有翻译困难或对任何文件有疑问,请联系学校办公室以寻求 帮助或访问地区办公室。

번역 지원 :

Calhoun County ISD 웹 사이트의 문서와 관련하여 번역에 어려움이 있거나 궁금한 사항이 있으면 학교 사무실에 연락하여 도움을 받거나 교육구 사무실을 방문하십시오.

Asistencia de traducción:

Si tiene alguna dificultad de traducción o preguntas con respecto a cualquier documento en el sitio web del Distrito Escolar Independiente del Condado de Calhoun, comuníquese con la Oficina del Distrito.

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Appendix A:	Revisions Request: CCISD Safe Return to In-Person Instruction Plan
Appendix B:	CCISD Title IX Coordinator and Investigation Process
Appendix C:	CCISD Responsible Use Principles for Employees
Appendix D:	Plan for a DRUG-FREE Workplace
Appendix E:	Compensation and Benefits Leaves and Absences
Appendix F:	2023-2024 CCISD Safety and Supportive Schools Program

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 Personnel Department at 361-552-9728.

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

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

I understand that no modifications to contractual relationships or alterations of at-will employment 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 Personnel Department at 361-552-9728 if I have questions or concerns or need further explanation.

District Information

Description of the District

Calhoun County ISD is a consolidated, countywide school system serving the communities of Port Lavaca (population 11,520), Point Comfort (population 653), Port O'Connor (population 884) and Seadrift (population 1,485). The District has an enrollment of 3,856 students located on 7 campuses.

Mission Statement, Goals, and Objectives

Policy AE – "Quality Schools – Successful Students"

District Goals and Objectives

- We will provide learning opportunities that are engaging, rigorous, relevant, and transcend state standards while meeting individual needs
- We will focus the use of our resources to close achievement gaps and facilitate quality learning for all students
- We will ensure a compassionate, effective, innovative, and highly motivated staff to accomplish our mission
- We will provide learning environments that are safe and secure for all students, faculty, and staff
- We will develop and implement a parent and community involvement program that promotes all stakeholders as partners in the education of our students

Objectives:

- Each student will participate in activities that promote creativity, collaboration, and problem-solving
- Each student will process and evaluate information and communicate effectively
- Each student will graduate with the knowledge, skills, and resources to be college ready or employable in the 21st-century workplace
- Each student will be prepared to achieve his/her personal goals

Board of Trustees

Policies BA, BB series, BD series, and BE series

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

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

Current board members include:

- Mr. David Gaskamp - (District-at-Large)
- Mr. Dominic Robles - Vice President - (District 1)
- Mr. Vinson Phillips - (District 2)
- Dr. Bill Harvey - President - (District 3)
- Mr. Bill Shrader - (District 4)
- Ms. Cindy Alford - Secretary - (District 5)
- Mrs. Lori Leal - (District 6)

The board usually meets on the second Monday at 5:30 PM. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and at the Administration Building located at 525 N. Commerce Street, Port Lavaca, TX at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

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

SCHEDULE OF SCHOOL BOARD MEETINGS

2023-2024

Administration Building
Board Room (unless noted otherwise)
525 North Commerce St.
Port Lavaca, Texas
Meeting Time is 5:30 p.m.

2023-2024 School Year

Monday, July 17	Regular Meeting, Board Trng. for Supt. Summative Conf.
Monday, July 24	Special Meeting, Budget Workshop
Monday, August 7	Special Meeting, Budget Workshop, Set Public Meeting Date for Budget & Proposed Tax Rate
Monday, August 14	Special Meeting, Budget Workshop
Monday, August 28	Regular Meeting, Adopt Budget & Tax Rate Supt. Summative Conference
Monday, September 11	Regular Meeting
Monday, October 9	Regular Meeting
Monday, November 13	Regular Meeting
Monday, December 11	Regular Meeting @ Port O'Connor
Monday, January 22	Regular Meeting
Monday, February 12	Regular Meeting @ Seadrift, Supt. Formative Conference
Monday, March 25	Regular Meeting
Monday, April 15	Regular Meeting
Monday, May 13	Regular Meeting
Monday, June 10	Regular Meeting

Special Board Meeting may be scheduled as needed

Administration

Mr. Evan Cardwell, Superintendent.....	552-9728
Ms. Kelly Taylor, Assistant Superintendent – Federal Programs/Safety/Compliance	552-9728
Mrs. Maggie Hernandez, Assistant Superintendent – Curriculum/Instruction.....	552-9728
Mrs. Robin Martinez, Chief Financial Officer.....	552-9728
Mr. Marcus Martinez, Director of Technology	551-2665
Mrs. Jeana Bethany, Director of Special Programs.....	552-2550
Mr. Joe Hernandez, Director of Maintenance/Transportation	552-6848
Mrs. Angela Tullos, Director of Human Resources.....	552-9728

Calhoun County Independent School District 2023-2024 Instructional Calendar

BOARD APPROVED ON 03/27/23



JULY '23				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Independence Day

AUGUST '23				
M	T	W	TH	F
	1	2	3	4
7PL	8PL	9PL	10PL	11PL
[14FD	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER '23				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29SE

Labor Day

OCTOBER '23				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
[16	17	18	19PL/R	20PL
23	24	25	26	27
30	31			

Fair

NOVEMBER '23				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Thanksgiving Break

DECEMBER '23				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20ER]	21	22
25	26	27	28	29

Christmas Break

SCHOOL HOURS	
Campus	470 Minutes/Day
JR	7:40 a.m.-3:30 p.m. (PK out 3:15 p.m.)
HJM	7:45 a.m.-3:35 p.m. (PK out at 3:15 p.m.)
POC, SEAD	7:45 a.m.-3:35 p.m.
TRAVIS, HOPE	8:00 a.m.-3:50 p.m.
CHS (475 min/day)	8:00 a.m.-3:55 p.m.

INFORMATION	
○	New Teacher Orientation & Returning Teacher FLEX Day
PL	Student Holiday/Professional Learning
FD	First Day of School
[Beg of 9 Week Period
]	End of 9 Week Period
	Holiday - Students & Staff
PL/R	Student Holiday/Prof. Learning A.M./Report Card Pick-up P.M.
SE	Student Early Release/Campus PD
ER	Early Release/Students & Staff
*	Inclement Weather Day
G	Graduation
SH	Summer Hours

9 WEEK PERIODS			
Days	Beg. Date	End Date	
1 44	08/14/23	10/13/23	
2 40	10/16/23	12/20/23	
3 42	01/09/24	03/08/24	
4 46	03/19/24	05/23/24	

PROGRESS & REPORT CARD DATES			
Period	3 Week Progress Ends	6 Week Progress Ends	Report Card
1	9/1/23	9/22/23	10/19/23
2	11/3/23	12/1/23	1/11/24
3	1/26/24	2/16/24	2/21/24
4	4/5/24	4/26/24	5/30/24

SEMESTERS	
1	84 SD / 93 TD
2	88 SD / 91 TD
TOTAL	172 SD / 184 TD

SD - Student Days TD - Teacher Days

JANUARY '24				
M	T	W	TH	F
1	2	3	4	5
8PL	[9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

MLK Day

FEBRUARY '24				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19*	20	21	22	23
26	27	28	29	

President's Day

MARCH '24				
M	T	W	TH	F
				1
4	5	6	7	8ER]
11	12	13	14	15
18PL	[19	20	21	22
25	26	27	28	29

Spring Break

APRIL '24				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19SE
22	23	24	25	26
29	30			

Easter Break

MAY '24				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23SE]	24PL/G
27	28	29	30	31

Memorial Day

JUNE '24				
M	T	W	TH	F
3	4	5	6	7SH
10	11	12	13	14SH
17	18	19	20	21SH
24	25	26	27	28SH

School Calendar/Work Calendar

The most current Board adopted calendar is located at www.calcoisd.org and will be amended as needed.

Workdays for certified staff are identified on the instructional calendar. Instructional and special education aides are scheduled to work 184 student instructional days as per the 2023-2024 CCISD Board Approved Instructional Calendar. Instructional and special educational aides are scheduled to work 184 days in the 2023-2024 school year. All CCISD employees must keep and submit a work calendar located at www.calcoisd.org under the employee drop-down. Teachers and Librarians are exempt from completing an individual work calendar.

Helpful Contacts

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

Business Office	Robin Martinez
Curriculum Office	Maggie Hernandez
EEOC	Angela Tullos
Federal Programs	Kelly Taylor
FMLA	Cynthia Partida
Child Nutrition	Shawna Cottrell
Maintenance Office	Joe Hernandez
Personnel Office	Angela Tullos
Special Programs/Special Ed 504	Jeana Bethany
Technology	Marcus Martinez
Title IX	Kelly Taylor
Transportation	Joe Hernandez
Worker's Compensation	Cynthia Partida

Staff Directory

The Staff Directory is located on the CCISD website at https://www.calcoisd.org/staff_directory.

Employment

Equal Employment Opportunity

Policies DAA, DIA

Calhoun County ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact Kelly Taylor, the District Title IX Coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact Jeana Bethany, the District ADA/Section 504 coordinator. Questions or concerns regarding the CTE program should be directed to Brandi Williams, CTE Coordinator, at 361-552-3775. Relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Policy DC

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

Employment after Retirement

Policy DC

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

Contract and Noncontract Employment

Policy DC series

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

Probationary Contracts. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

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

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed Online or copies will be provided upon request.

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

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

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Personnel Department in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Kelly Taylor when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Personnel Department at 361-552-9728 if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Personnel Department at 361-552-9728 if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Professional Dress

Professionals, Paraprofessionals and Substitutes

The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the superintendent." CCISD, Board Policy DH (Local)

All employees should subscribe to and follow a daily minimum dress code that exceeds that of students and can be best described as “**dress/business casual.**” For campus and office assignments, please project a professional image while dressing for the south Texas weather.

1. Employee ID tags must be worn while on duty.
2. Slacks with a professional fit are appropriate. Capri and cropped pants should be no shorter than mid-calf. No shorts are to be worn at any time while working in a professional capacity unless coaching or leading extracurricular activities.
3. During the traditional school year, blue jeans may be worn **only on Fridays** with a school spirit shirt or a professional-style shirt in school colors. Jeans should not be unduly faded or contain holes. Colored jeans may be worn as long as they meet the professional dress code. Blue jeans and a college or spirit shirt may be worn on **state testing days ONLY** (*not benchmarks, semester exams or common assessment days*). Administrators, counselors, office staff and district office personnel greet the public. This group should maintain a traditional professional dress Monday-Thursday and a professional-style spirit dress on Fridays.
4. Staff should not wear shorts or gym attire while serving in a classroom or office or when serving the public. Hats, caps, or other head apparel are not permitted. Exceptions: CTE teachers/ coaches may wear appropriate gear for assigned activities.
5. Spirit t-shirts may be worn on Fridays if professional in appearance. Excessively worn T-shirts, halter tops, exposed midriffs, strapless and/or low-cut tops, exposed backs, spaghetti straps, see-through clothing, and tanks with oversized armholes are not permitted. Undergarments shall not be visible or exposed.
6. Skirts and dresses should be of a respectable, modest length (at minimum, fingertips). Leggings may be worn under a dress if the length requirement is met. Undergarments shall not be visible or exposed.
7. No shower-type flip-flops or rubber clogs (Crocs) may be worn at school.
8. Visible tattoos and similar body paintings that promote violence or reflect gang activity are prohibited. Visible tattoos and similar paintings that are considered offensive, inflammatory or disruptive to the learning environment are prohibited. *Extensive tattoos or sleeves should be covered while at work, at school formal ceremonies/events or in parent conferences.*
9. In keeping with professional decorum, hair must be a natural color, ears are the only exposed areas of the body on which pierced jewelry may be worn and only professional-style jewelry is permitted.
10. Staff members may dress casually for **workdays** as directed by the campus principal or supervisor. Professional dress is expected for **in and out-of-district workshops and staff development.**
11. *** Protective/safety equipment is subject to change based on the recommendations of the Commissioner of Education and the Superintendent of Schools. CCISD is under the direction of the Region 8 Public Health Authority.
12. *** If remote teaching through video or through live stream, employees must maintain the same standard of professional presentation as when on campus. If an instructional

employee is approved to work from home due to illness or quarantine, remote teaching will be synchronous.

All employees are role models and should dress accordingly. Questionable attire will be addressed on an individual basis by the principal or supervisor.

CCISD policy EMB (Local), "The District shall address controversial topics in an impartial and objective manner. Teachers shall not use the classroom to transmit personal beliefs regarding political ... issues. "

SUMMER ATTIRE

CCISD "The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the superintendent." CCISD, Board Policy DH (Local)

All employees should subscribe to and follow a daily minimum dress code that exceeds that of students and can be best described as "**dress business casual.**" For summer school and office assignments, please project a professional image while dressing for the south Texas summer.

CCISD Professionals, Paraprofessionals and Substitutes:

- 1. For campus summer school staff only:** Jeans and a professionally worn spirit/ professional style shirt is appropriate. However, jeans should not be unduly faded or contain holes. Undergarments shall not be visible or exposed.
- 2. For all office and administrative staff:** Slacks with a professional fit are appropriate. Capri and cropped pants should be no shorter than mid-calf. Colored jeans may be worn as long as they meet the professional dress code and length. Jeans may be worn on the last day of the week with a spirit shirt. Administrators, counselors, office staff and district office personnel greet the public. This group should maintain a traditional professional dress Monday-Thursday and professional-style spirit dress on Fridays.

All other professional dress standards continue to be in place.

All employees are role models and should dress accordingly. Questionable attire will be addressed on an individual basis by the principal or supervisor.

Shorts do not meet the standard for professional dress.

Reminder: CCISD policy EMB (Local), "The District shall address controversial topics in an impartial and objective manner. Teachers shall not use the classroom to transmit personal beliefs regarding political... issues. "

Searches and Alcohol and Drug Testing

Policy CQ, DHE

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

Employees Required to Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

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

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

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Personnel Department at 361-552-9728.

Health 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 or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued

by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their immediate supervisor by the first day of Employment.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, Online training regarding seizure disorder awareness, recognition, and related first aid.

Reassignments and Transfers

Policy DK

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request at <http://www.calcoisd.org/>

Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Personnel Department Office and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

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

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at

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

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation on page 25 for additional information.

Breaks for Expression of Breast Milk

Policies DEAB, DG

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

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

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact the Benefits Department at 361-552-9728.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Angela Tullos, Director of Human Resources at 361-552-9728 to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Personnel Department.

Outside Employment and Tutoring

Policy DBD

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

Performance Evaluation

Policy DN series

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

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request,

orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Calhoun County 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 Maggie Hernandez, Assistant Superintendent for the Curriculum and Instruction Department.

Staff Development

Policy DMA

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

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 23.)

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 the Personnel Department at 361-552-9728 for more information about the district's pay schedules or their own pay.

Proof of Experience

Revision to Procedure dated 11/28/00 for placing employees on salary steps according to experience: The applicant/prospective employee must provide satisfactory (Texas Education Agency approved) original service record(s). Employees new to CCISD will be paid on Step 0 until they have provided satisfactory Texas Education Agency approved original service record(s) prior to receiving their first check. Once original service record(s) is received then salary will be corrected and made retroactive. Employee's salary will be based on the years of experience provided according to the original service record(s).

Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid semi-monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

The schedule of pay dates for the 2023–2024 school year follows:

TO: School Personnel and Substitutes

FROM: Robin Martinez, Chief Financial Officer

SUBJECT: PAY DATES

DATE: July 10, 2023

Below are the cut-off dates and pay dates for payroll for the **2023-2024** school year for administrators, teachers, paraprofessionals, bus drivers, and teacher/aide substitutes.

If you have any questions, please call Shannon Wagner at 361-551-2682.

Month	Pay Date	Begin Date	Cut-Off Date
<i>September</i>	September 20, 2023	July 22, 2023	August 18, 2023
<i>October</i>	October 20, 2023	August 19, 2023	September 22, 2023
<i>November</i>	November 16, 2023	September 23, 2023	October 20, 2023
<i>December</i>	December 19, 2023	October 21, 2023	November 17, 2023
<i>January</i>	January 19, 2024	November 18, 2023	December 22, 2023
February	February 20, 2024	December 23, 2023	January 19, 2024
March	March 20, 2024	January 20, 2024	February 23, 2024
April	April 19, 2024	February 24, 2024	March 22, 2024
May	May 20, 2024	March 23, 2024	April 19, 2024
June	June 20, 2024	April 20, 2024	May 24, 2024
July	July 19, 2024	May 25, 2024	June 21, 2024
August	August 20, 2024	Jun 22, 2024	July 19, 2024

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of two-weeks is necessary to activate this service. Contact Payroll Department at 361-552-9728 for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

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

Overtime Compensation

Policies DEAB, DEC

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

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule.

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 with prior approval by the supervisor.

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

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

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

Health, Dental, and Life Insurance

Policy CRD

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

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

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

2023-2024 open enrollment begins July 10th through August 11th. The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the Benefits Office at 361-552-9728 or reference https://www.calcoisd.org/employees/c_c_i_s_d_benefits for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for disability, life and cancer insurance. Premiums for these programs can be paid by payroll deduction. Employees should contact the Benefits Department or reference the benefits webpage at https://www.calcoisd.org/employees/c_c_i_s_d_benefits 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 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. The district has workers' compensation coverage from Claims Administrative Services, Inc.

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 direct supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 37 for information on use of paid leave for such absences. Injury reporting forms are located www.calcoisd.org under the personnel medical forms.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Personnel Department at 361-552-9728.

Teacher Retirement

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

Employees who plan to retire under TRS should notify Teachers Retirement System as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov).

Other Benefit Programs

- No tuition charges for students transferring to CCISD
- Teaching Fellowship
- Teaching Internship
- Teacher Incentive Allotment
- Texas Teachers of Tomorrow Scholarships

Leaves and Absences

Policies 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 Benefits Department at 361-552-9728 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in ½ day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local (Sick)
- State accumulated before 1995/1996 school year (Sick)
- State (Sick or Personal)

For 2023-2024, any leave related to COVID 19 must contact Angela Tullos, Director of Human Resources, for eligibility criteria and appropriate documentation.

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

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

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

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law

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

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

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

The district may require medical certification due to an employee’s questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee’s serious health condition, a serious health condition of the employee’s spouse, parent, or child, or for military caregiver leave.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member, or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

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

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

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee’s usual assignment, whether full-time or part-time.

State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 3 days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

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

State Sick Leave

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

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

Local Leave

Non-Contract days any accrued comp time must be utilized annually and before local or state leave. All full-time and half-time employees shall earn two workdays of paid local leave per school year in accordance with administrative regulations.

For 2023-2024, for any leave related to COVID-19 employees must contact Angela Tullos, Director of Human Resources at 361-552-9728.

Family and Medical Leave Act (FMLA)—General Provisions

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

What is FMLA leave?

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

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

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

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

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

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

Am I eligible to take FMLA leave?

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

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

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

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

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?

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

- Follow your employer’s normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

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

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

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

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional

employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do?

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

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

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

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

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

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

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



Local Procedures for Implementing Family and Medical Leave Provisions

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

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

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

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

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

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

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according the procedures outlined in policy (see DECA(LEGAL)).

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of

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

District Contact. Employees that require FML or have questions should contact the Benefits Department at 361-552-9728 for details on eligibility, requirements, and limitations. All forms are located at www.calcoisd.org under the Personnel Department's medical forms.

Temporary Disability Leave

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

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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

When an employee is ready to return to work, the Benefits Department at 361-552-9728 should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

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

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

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to the Benefits Department at 361-552-9728.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non responsible for purposes of criminal liability.

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

CCISD Employees may use local or state leave per policy during times of bereavement.

Jury Duty

Policies DEC, DG

If you receive notice to attend jury duty, the school district recognizes this as part of your civic duty. You will not be docked any leave or pay for attending. All employees will submit the absence through AESOP. Those employees requesting a substitute, please put in “Notes to Sub” that you are out on jury duty and may return so that we can release the substitute from duties if you return.

You should receive a form from the court showing the time you are released from jury duty. This form will be turned in to payroll once you return to work. If you are called to jury duty in Calhoun County or any county within a 60-mile radius and are released before 11 AM, you will need to return to work for the afternoon. If you are released before 11 AM and do not return to work, you will have your personal leave docked for the afternoon.

Compliance with a Subpoena

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

Truancy Court Appearances

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

Religious Observance

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

Military Leave

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

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Angela Tullos at 361-552-9728. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Benefits Department at 361-552-9728 for details on eligibility, requirements, and limitations.

Mental Health Leave for Peace Officers and Licensed Telecommunicators

Eligible officers shall be entitled to three days of mental health leave following a critical incident event that occurred within the scope of employment (Tex. Gov't Code § 614.015). Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so. The coordinator should develop written guidelines to address any additional circumstances under which mental health leave should be granted.

Mental health leave shall be paid and will not result in a deduction in salary or compensation.

The coordinator shall develop procedures to address:

- a. Requests for extension of mental health leave and required documentation by a medical professional or counselor.
- b. Confidentiality of requests with the following exceptions:
 1. Notification to and coordination with the Shift Supervisor and the member's supervisor for scheduling and assignment adjustments to accommodate mental health leave.
 2. Information that is required to be reported by law or that indicates the officer presents an immediate danger to self or others.

3. Coordinating a confidential fitness-for-duty examination under the Fitness for Duty Policy when appropriate.
- c. Referral for peer support through this policy.

Quarantine Leave for Peace Officers

A paid quarantine leave policy must:

1. Provide that a peace officer on paid quarantine leave receive:
 - a. All employment benefits and compensation, including leave accrual, pension benefits, and health benefit plan benefits for the duration of the leave; and
 - b. Reimbursement for reasonable costs related to the quarantine, including lodging, medical, and transportation; and
2. Require that the leave be ordered by the person's supervisor or the district's health authority.

A district may not reduce a peace officer's sick leave balance, vacation leave balance, holiday leave balance, or other paid leave balance in connection with paid quarantine leave taken in accordance with the district's policy. *Local Gov't Code 180.008*

Leave for Peace Officers

A full-time district employed licensed police officer who regularly serves in a law enforcement capacity in a district police department is entitled to a paid leave of absence (LOA) for an illness or injury related to the person's line of duty. If necessary, the leave shall continue for at least one year.

If unable to return to work at the end of the paid leave and any extension, a police officer may use accumulated sick, vacation, and other accrued leave before being placed on unpaid temporary leave. At the end of temporary leave, the police officer will be reinstated at the same rank and with the same seniority the person had before going on temporary leave.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities.

District Communications

Throughout the school year, the District Office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

Communications in regard to district activities and achievements are posted on the district's website and highlighted on all district social media accounts. Highlights of Board meeting are sent to all employees (Board News) by email.

In the event of an emergency of the need for urgent communications, the district will use School Messenger and post information on the district website.

Complaints and Grievances

Policy DGBA

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

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

All policies can be accessed online at www.calcoisd.org. All grievance forms can be acquired from BRD policy online, the district office or at www.calcoisd.org under required postings. Please contact Kelly Taylor, Assistant Superintendent, at 361-552-9728 with questions or concerns regarding complaints or grievances. Any concerns regarding the CTE Department should be submitted to Brandi Williams, CTE Coordinator at 361-552-3775.

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 67 for additional information.

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

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2 The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

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

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

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

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

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

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

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

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

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

Standard 1.12 The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct Toward Professional Colleagues

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

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

Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. Ethical Conduct toward Students

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

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

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

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

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

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

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

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

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the

ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 48 and *Bullying*, page 71 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is outlined in DHB (Legal) and FFH (Local). You may access the policies online at www.calcoisd.org. Click on Board of Trustees, then click on Policies Online.

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

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

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

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified

employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

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

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

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed in our policies online – FFG Series. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reporting Crime

Policy DG

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

Scope and Sequence

Policy DG

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

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

Technology Resources

Policy CQ

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

- Imposes no tangible cost to the district.
- Does not unduly burden the district's 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 are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Technology Department at 361-551-2645.

Personal Use of Electronic Communications

Policy CQ, DH

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

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See Policy FL]

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

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

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

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

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

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
 - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
 - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district email address.
 - Use one way messaging tools like School Messenger and Remind.com

- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through 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.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district’s record retention policy.

- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Policy DH, GB

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

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

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH, DHB, DHC

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

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

Moral turpitude includes the following:

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

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

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

Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor
- Possessed, transferred, sold, or distributed a controlled substance
- Illegally transferred, appropriated, or expended school property or funds
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation

- Committed a criminal offense on school property or at a school-sponsored event, or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor

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

Misconduct or allegations of misconduct include:

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

Alcohol and Drug-Abuse Prevention

Policy DH

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

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

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

Fraud and Financial Impropriety

Policy CAA

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

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

Conflict of Interest

Policy CB, DBD

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or

creates a potential conflict of interest with the best interests of the district. This includes the following:

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

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

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers

concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of district resources including work time for political activities is prohibited.

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

Charitable Contributions

Policy DG

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

Safety and Security

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 63 for additional information.

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

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

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

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other

electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact Kelly Taylor, Assistant Superintendent at 361-552-9728.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

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

Visitors in the Workplace

Policy GKC

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

Asbestos Management Plan

Policy CKA

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

Pest Control Treatment

Policies CLB, DI

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located on the front door of the building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

General Procedures

Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify the following radio and television stations:

School Messenger, the district website and social media platforms will be the primary method utilized for urgent communication.

Emergencies

Policies CKC, CKD

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Business Department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Chief Financial Officer at 361-552-9728 for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the office if there are any changes or corrections to their name, home address, contact telephone number,

marital status, emergency contact, or beneficiary. The form to process a change in personal information can be found on the website at www.calcoisd.org.

Personnel Records

Policy DBA, GBA

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

Employees may choose to have the following personal information withheld:

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

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to the Personnel Department. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

Facility Use

Policies DGA, GKD

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

Termination of Employment

Resignations

Policy DFE, DHB

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

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

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 67. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

Noncontract Employees. Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the Personnel Department at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

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

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency on page 67. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available Online.

Dismissal of Noncontract Employees

Policies DCD, DP

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 62.)

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

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

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

Exit Interviews and Procedures

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

Reports to Texas Education Agency

Policies DF, DHB, DHC

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

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

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

Noncertified Employees. The voluntary or involuntary separation of a noncertified employee from the district must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful

act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Kelly Taylor, the district Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Jeana Bethany, the district ADA/Section 504 coordinator. Any concerns regarding the CTE Department should be submitted to Brandi Williams, CTE Coordinator at 361-552-3775. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records

Policy FL

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

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

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

Parent and Student Complaints

Policy FNG

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

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

Administering Medication to Students

Policy FFAC

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

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

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

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to www.calcoisd.org. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is located in Policy FFI.

You can access the policy by going to www.calcoisd.org, click on Board of Trustees, and then click on Policy Online.

Hazing

Policy FNCC

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

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CCISD Safe Return Plan

Updates are highlighted, 08/16/2021, 01/03/2022, 08/03/2022, 07/28/2023

The CCISD Safe Return Plan will continue as written for the 2022-2023 and 2023-2024 school years.

The COVID-19 pandemic increased feelings of stress and isolation among students, staff and families. CCISD continues to be responsive to these social and emotional needs by providing increased access to personnel such as school counselors to respond to high-risk needs. CCISD has implemented the Texas Model for Comprehensive School Counseling Programs. An ESSER supported Student Support and Resource Counselor is also available for immediate response and information regarding locally accessible programs. Starting in 2023, students enrolled in CCISD may apply for free online counseling services through the T-CHAT program offered through the University of Texas Medical Branch (UTMB). An application and application assistance can be requested through the campus counselor or nurse.

Also in 2023-2024, CCISD will initiate a free breakfast and lunch program for all CCISD students. The federal program offering a Community Eligibility Provision (CEP) makes this opportunity possible along with support from the CCISD Board of Trustees.

Safe Return Plan: When preparing for the 2021-2022 school year, CCISD committed to in-person instruction with a focus on sanitation and safety. Our goals remain to provide quality Face-to-Face instruction with a continuity of services that support students' academic growth, social-emotional health, a safe learning environment and nutrition services. CCISD will:

- Sustain a safe and secure learning environment that is responsive to students' social and emotional well-being.
- Provide high quality instruction designed to support personalized needs.
- Ensure that regularly scheduled as well as routine daily cleaning supports a healthy learning and work environment for students and staff.
- Receive input from all stakeholders through a variety of opportunities. See Appendix C

Daily Campus Cleaning

- Each classroom and restroom will be cleaned and disinfected, daily.
- All traffic areas and regularly touched surfaces will be disinfected throughout the day.
- Cafeterias will be disinfected between lunch periods.
- Staff and students will have access to age-appropriate disinfecting items to sanitize working surfaces, shared objects and high-touch areas after use and during breaks in instruction.
- Students and staff will receive beginning of the year training regarding the importance of sanitation protocols and the safe use of sanitation equipment and supplies. Protocols will be reinforced throughout the school year.
- Students should NOT share food, drinks or personal devices.
- Classrooms will be sanitized with an *E-Mist product* on a regular schedule and in the event of an identified lab-confirmed communicable or notifiable condition.

Restrooms/Water-Fill Stations

- Disinfecting will occur throughout the school day.
- Staff and students must wash hands with soap and water prior to exiting the bathroom.
- Proper handwashing techniques will be taught to all students and consistently reinforced throughout the school year.
- Students are expected to bring their own reusable water bottles for use throughout the day and will be expected to take water bottles home to be cleaned on a daily basis.

Common Areas

- Campuses will develop schedules and follow protocols for the use of common areas, including how to sanitize the space between use. Music and PE equipment will be sanitized and wiped down after each use.
- There will be age-appropriate procedures for students to sanitize their spaces before and after usage.
- All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.
- All common areas will be sanitized with an *E-Mist product* on a regular schedule and in the event of an identified lab-confirmed communicable or notifiable condition.

Transportation

- Standard CCISD ISD bus rules apply.
- Students should NOT share food, drinks or personal devices.
- Students will use hand sanitizer provided before and after riding the bus.
- All buses will be sanitized with an *E-Mist product* on a regular schedule and in the event of an identified lab-confirmed communicable or notifiable condition.

CCISD Safe Return Plan

Updates are highlighted, 08/16/2021, 01/03/2022, 08/03/2022, 07/28/2023

Bus in motion rules:

- Standard CCISD ISD bus rules apply.
- Bus seating areas will be disinfected after each bus route.
- When possible, bus windows will be open to allow outside air to circulate in the bus.

The details in this document are subject to change as directives are provided by governing authorities and/or health officials or as environmental conditions change.

COVID-19 Protocol- Replacing Appendix A and B

Memorial Medical Clinic & Port Lavaca Clinic, Submitted 01/03/20226

All COVID-19 Positive Individuals

- All lab-confirmed positive individuals should self-isolate for at least 5 days
- May return to work or school on day 6 if there are NO symptoms or symptoms have resolved
- No fever for 24 hours without the use of fever-reducing medication
- Agree to wear a mask around others for the full 10 days or remain home

All Individuals identified as a close household contact that will remain in the home:

- Test-to-Stay: No Quarantine with a negative initial CCISD test at onset of exposure and symptom-free
- Test-to-Stay: CCISD test on day 5-7 post-exposure, negative test and symptom-free remain at school or work
- Continue to monitor for symptoms for 14 days, if symptoms develop, stay home and request a test
- Agree to wear a mask around others for the full 10 days post-exposure
- Student Tests: Please call 361-551-2629 to schedule a free test if you become symptomatic
- Employees: Please submit a Self-Report To Request A CCISD Test

Exposure outside of the household

- All individuals should monitor for symptoms consistent with COVID-19 for 14 days after the date of the last contact
- Consider wearing a mask
- Student Tests: Please call 361-551-2629 to schedule a free test if you become symptomatic
- Employees: Please submit a Self-Report To Request A CCISD Test

01/03/2022 CCISD will amend all health practices as information becomes available through TEA, the CDC and/or a state public health authority.

Appendix C Opportunities for Stakeholder Input:

Date	Method	Location or Website connected to www.calcoisd.org through a highlighted link.
May 11, 2021	Parent Survey	http://www.calcoisd.org/departments/federal_programs/e_s_s_e_r
May 2021	Student Survey	http://www.calcoisd.org/departments/federal_programs/e_s_s_e_r
May 21, 2021	Employee Survey	http://www.calcoisd.org/departments/federal_programs/e_s_s_e_r
June 14, 2021	Community Survey	http://www.calcoisd.org/departments/federal_programs/e_s_s_e_r
March 10, 2021 March 31, 2021 April 14, 2021 April 28, 2021 May 12, 2021 June 2, 2021	Administrative Input Meetings	Travis Middle School 705 N. Nueces Street Port Lavaca, TX 77979

CCISD Safe Return Plan

Updates are highlighted, 08/16/2021, 01/03/2022, 08/03/2022, 07/28/2023

May 6, 2021	Healthcare Partners Meeting	CCISD District Office 525 N. Commerce Port Lavaca, TX 77979
June 3, 2021	Leadership Team Briefing	HJM Elementary 605 N. Commerce Port Lavaca, TX 77979
May 24, 2021	DEIAC Meeting with District and Community Representatives	Travis Middle School 705 N. Nueces Street Port Lavaca, TX 77979
June 14, 2021	Presentation to the Board of Trustees with an opportunity for community feedback. Publicly posted.	5:30 PM, CCISD District Office 525 N. Commerce Port Lavaca, TX 77979
July 12, 2021	Presentation to the Board of Trustees with an opportunity for community feedback. Publicly posted.	5:30 PM, CCISD District Office 525 N. Commerce Port Lavaca, TX 77979
July 22, 2021	Public Meeting: Posted in the Port Lavaca Wave and through Social Media.	12:30 PM & 5:30 PM, CCISD District Office 525 N. Commerce Port Lavaca, TX 77979
August 9, 2021	Meeting of the Hospital Board, Memorial Medical Center Hospital	Board Room Memorial Medical Center Hospital Port Lavaca, TX 77979
August 10, 2021	Phone conference with Memorial Medical Clinic & Port Lavaca Clinic and CCISD Director of Health Services.	Phone conference
August 16 and 17, 2021	Meeting of Executive Staff	CCISD District Office 525 N. Commerce Port Lavaca, TX 77979
December, 2021	Meeting of the Hospital Board, Memorial Medical Center Hospital , Information shared with CCISD Health Director	Board Room Memorial Medical Center Hospital Port Lavaca, TX 77979
January 03 ,2022	Meeting with CCISD Heath Director, Executive Staff to review new guidance	CCISD District Office 525 N. Commerce Port Lavaca, TX 77979
Monday, July 25, 2022 ·2:00 – 3:00pm	Meeting with CCISD Heath Director, Executive Staff to review new guidance	CCISD District Office 525 N. Commerce Port Lavaca, TX 77979
ESSER/ Safe Return Public Hearing 1.17.23, 5:30 PM	ESSER / Safe Return Plan	CCISD District Office 525 N. Commerce Port Lavaca, TX 77979
Wednesday June 14, 2023 12:30 PM, 5:30 PM	CCISD Stakeholders/Public Meeting	CCISD District Office 525 N. Commerce Port Lavaca, TX 77979

CCISD Safe Return Plan

Updates are highlighted, 08/16/2021, 01/03/2022, 08/03/2022, 07/28/2023

Starting in 2021-2022

2021-2022 School Year	District Procedures
Face-to-Face Instructional Delivery: Beginning 8/11/2021	CCISD will offer Face-to-Face instruction for the 2021-2022 school year. Students requiring additional instruction for grade-level readiness will receive individualized and/or small group instruction that may include tutoring inside or outside of the school day. Parents will be contacted via letter as to the instructional needs and plans for their students if a need is identified. Students with specific health issues or needs should contact the campus principal or school nurse to develop a personal health plan.
Counseling/ Social Emotional Services	Face-to-Face services for all students will begin on 8/11/2021. CCISD will provide social, emotional and mental health training for all teachers. Age-appropriate posters will be placed on all campuses to raise awareness regarding social, emotional and mental health related issues and available services. CCISD will utilize our current staff and develop partnerships with local agencies and providers to better serve students with social, emotional and mental health needs.
Nutrition Services	All campuses will offer traditional nutrition services starting 8/11/2021. Rigorous sanitation protocols are in place in all classrooms and cafeterias.
Mask Wearing	Wearing masks is optional in the state of Texas and in CCISD at this time. If public health orders or local conditions change, the mask policy will be revisited in order to keep schools open to the greatest extent possible.
Social Distancing	Social distancing in classrooms and office spaces will resume to pre-COVID standards. Rigorous sanitation protocols will be enforced. Campus safety protocols such as one-way stairways and stay-to-the-right hallways may be in place. Indoor events may have limited capacity for visitors.
Contact Tracing For Notifiable Conditions	CCISD is committed to informing parents if a lab confirmed notifiable condition is reported to the school. While keeping the confidentiality of all individuals, CCISD will inform impacted families of public health issues and the steps taken by the district to ensure student safety. Although this is not a state requirement, CCISD believes that the school and parent partnership is based on trust and transparent communication. Parents will receive a letter or school messenger text message announcing a public web-posting. Parents can opt-in to school messenger at www.calcoisd.org. CCISD will amend this practice if additional public guidance is received by a governing body.
Health Screening for Students	<p>Parents/Guardians must ensure that when sending a child to school, the student is free from symptoms of illness that are not normal for him/her. Temperature screenings are a routine part of the school day on each campus.</p> <p>State rules require schools to exclude students with certain illnesses or those exhibiting certain symptoms from school for certain periods of time. For example, if a child has a fever over 100.00 degrees, he or she must stay out of school until fever-free for 24 hours without the use of fever-reducing medications. Students with diarrheal illnesses must stay home until they are diarrhea-free without the use of diarrhea-suppressing medications for 24 hours. *A full list of conditions for which the school must exclude children can be obtained from the school nurse and is posted on the CCISD website.</p> <p>Parents must notify the school attendance office of any student absence. The attendance office will ensure parents receive guidance regarding a safe return to school. If a student becomes ill during the school day and the school nurse determines that the child should go home, the nurse will contact the parent.</p>

CCISD Safe Return Plan

Updates are highlighted, 08/16/2021, 01/03/2022, 08/03/2022, 07/28/2023

	<p>CCISD will continue to offer COVID-19 testing for students and staff as the state program allows. The district will also continue working with providers to advertise testing and vaccination sites.</p> <p>The district is required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.</p> <p>The Safe Return Plan includes a voluntary On-Demand COVID Testing Program located at Travis Middle School. In 2022-2023, a Voluntary Well-Check COVID Testing Program was offered through the CCISD Health Services Director, Shari Dierlam.</p> <p>CCISD will follow the guidelines set forth by TEA and the University Interscholastic League (UIL). Guidelines are subject to change based on public guidance and/or local health conditions. See Appendix A, amended 08/16/2021 based on recommendations from local medical groups.</p>
Health Screening for Employees	<p>All staff members must self-screen for symptoms of illness each day and provide a health screener response on the first day of each week. Each day, employees must have their temperature taken prior to the start of the workday.</p> <p>CCISD will continue to test students and staff for COVID-19, as requested, through the state testing program. The district will also continue working with providers to advertise testing and vaccination sites.</p> <p>All employee illnesses presenting COVID-19 related symptoms must be reported to the personnel department via web form. Each employee will be contacted and a plan developed to determine when a return to work approval is possible based on local guidance.</p> <p>CCISD will report lab-tested COVID-19 positive employees, as required by TEA and the state identified regulatory body governing public health. See Appendix B, amended 08/16/2021 based on recommendations from local medical groups.</p>
Handwashing, Respiratory Etiquette and Sanitation Protocols	Please see below.
Visitors	<p>CCISD will allow visitors on campuses for the immediate needs of students and safely hosted performances, events and meetings. Visitors will not be permitted to eat lunch in the cafeteria. Campuses will develop age appropriate drop-off and pick ups. Visitors may be limited to encourage social distancing where possible.</p>
UIL Practices and Competitions	CCISD will follow the guidance of the UIL organization, TEA and the public health guidance provided by the state regulatory body.
Online Learning	TEA does not offer attendance credit for CCISD online learning at the time of publication. However, if the district or state finds it necessary to move all/any students to online instruction for a period of time, all teachers will be using Google Classroom routinely and will transition to online learning. The TEKS taught in classroom instruction will be the same as the TEKS taught online.

Former Appendix A

~~Student Health Protocol: Replaced with guidance from Memorial Medical Clinic and the Port Lavaca Clinic.~~

~~Please know that if a student becomes ill at school they may be asked to go home or to the nearest health center. The student may also be asked to submit a healthcare provider's note before returning to school.~~

~~Please visit with your campus nurse if COVID-19 is the suspected illness.~~

CCISD Safe Return Plan

Updates are highlighted, 08/16/2021, 01/03/2022, 08/03/2022, 07/28/2023

If a student has been lab tested positive for COVID-19, the student may return on campus when all 3 criteria are met:

- At least three (3) days (or 72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
- The student has improved in respiratory symptoms (cough, shortness of breath, etc); and
- At least ten (10) days have passed since symptoms first occurred. If a student has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it is assumed that the student has COVID-19 and may not return to school until the three criteria listed above have been met.

CCISD will amend all health practices as information becomes available through TEA, the CDC and/or a state public health authority.

Former Appendix B

Employee Health Protocol: Replaced with guidance from Memorial Medical Clinic and the Port Lavaca Clinic.

An employee experiencing symptoms associated with COVID-19, at any time, must self-report via the CCISD Self Report form at www.calcoisd.org. If an employee becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, an employee may be asked to leave work and go home or to the nearest health/testing center.

Employees returning to work from an approved medical leave must contact the personnel department for clearance to return to work. Employees may be asked to submit a healthcare provider's note or return to work form before returning.

If an employee has been lab tested positive for COVID-19, the employee may submit a request to return to work when all 3 criteria are met:

- At least three (3) days (or 72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
- The employee has improved in respiratory symptoms (cough, shortness of breath, etc); and
- At least ten (10) days have passed since symptoms first occurred. If the employee has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it is assumed that the employee has COVID-19 and may not return to work until the three criteria listed above have been met and approval from the personnel department is received.

COVID-19 Protocol

Memorial Medical Clinic & Port Lavaca Clinic (Recommended and amended 08/16/2021)

COVID-19 Positive Individuals:

- All lab confirmed positive individuals should self-isolate for 10 days
- may return to work or school after 10 days if symptoms have improved
- no fever for 24 hours

Vaccinated Individuals identified as a close household contact that will remain in home:

- Quarantine for 3 days
- Test on day 3 may return to work or school with negative test on day 4
- Continue to monitor for symptoms for 14 days, if symptoms develop, get tested
- Consider wearing a mask

Unvaccinated individuals identified as close household contacts that will remain in home:

- Quarantine for 7 days
- Test on the 7th day and return to work or school with negative test on day 8
- Continue to monitor for symptoms for 14 days, if symptoms develop, get tested
- Consider wearing a mask

Exposure outside of household:

- All individuals should monitor for symptoms consistent with COVID-19 for 14 days after the date of last contact
- Consider wearing a mask
- Call 361-551-2629 to schedule a test if you become symptomatic 08/16/2021

CCISD will amend all health practices as information becomes available through TEA, the CDC and/or a state public health authority.

Calhoun County Independent School District



Federal, Pupil and Personnel Services
 Ms. Kelly Taylor, Assistant Superintendent
 525 N. Commerce Street, Port Lavaca, Texas 77979
 361-552-9728 (phone), 361-551-2649 (fax)
 www.calcoisd.org

CCISD Title IX Coordinator and Investigation Process

All Employees	Any employee can have “actual knowledge” of a report of sexual harassment.	ALL employees must report ANY report of sexual harassment to their supervisor immediately. A report can be informal. If you hear/see it, report it. The principal/ supervisor may address the issue directly.
Title IX Investigators, Campus Coordinators	Linda Bermea, Principal (CHS- CTE Contact for TIX, Brandi Williams)	TIXI meets to hear the concern and address a formal complaint . The TIX serves as an impartial party to investigate and determine facts. Determines if the standard of sexual harassment is met. The T9I presents a written investigation report to the decision-maker.
Title IX District Coordinator, Decision Maker	Kelly Taylor, Assistant Superintendent	Receives the report and provides a remedy if required or necessary. Issues a written determination, per policy.
Title IX Appeal Hearing Officer	Evan Cardwell, Superintendent	The role of the Appellate Decision-Maker in reviewing Title IX sexual harassment appeals and will provide participants with a step-by-step overview of the appeal process, including a discussion of the permissible grounds for appeal and the procedural rights afforded to parties during the appeal process.
Title IX Informal Resolution Facilitator	Jeana Bethany, Special Education Director	Can play no part in the Title IX process. The facilitator meets with both parties and attempts to resolve the grievance.

BRD Adopted, 08/09/2021

CCISD ISD’s Title IX administrator has attended Eichelbaum Wardell Hansen Powell & Muñoz P.C.’s “2021 Title IX Boot Camp and 2021 Title IX Administrator Conference.” Materials from this conference in compliance with Section 106.45(b)(10)(i)(D) of the regulations can be furnished upon request by contacting the district office. October 2021. Must keep on file for 7 years- October 2028.

CCISD Responsible Use Principles for Employees

You are being given access to Calhoun County ISD's network and technology resources. At Calhoun County ISD, we use the network and technology resources as one way of enhancing the mission to teach the skills, knowledge, and behaviors students will need to succeed in the global community. These technologies may include, but are not limited to, district-provided equipment as well as personal devices (computers, Chromebooks, tablets, cell phones, laptops, ereaders, and more).

As a CCISD employee, you are expected to help students and parents use new technologies in a meaningful, safe, and responsible way. Furthermore, as a user of the district's network and technology resources, you are expected to use the system with courtesy, respect, and integrity.

In accepting this agreement, employees acknowledge the following rules and conditions:

- ❖ I will use technology in a meaningful, safe, and responsible way.
- ❖ I understand that I represent the school district in all my professional and personal online activities. Additionally, I understand that my activities on social media should not reflect negatively on students, parents, teachers, or on the District at any time.
- ❖ I will use technology resources productively, appropriately, and primarily for school related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users.
- ❖ I will use digital communication (email, texting, video and photo sharing apps) with the understanding I am creating a digital reputation.
- ❖ I will not use District resources for political advertising, lobbying, or campaigning.
- ❖ I will not use District resources for the promotion of commercial goods or services for personal gain.
- ❖ I understand that all district equipment, the district network, and my district account are property of CCISD and can be monitored.
- ❖ I will conserve District resources through the proper use of printers, server space, video or audio streaming, and network bandwidth.
- ❖ I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
- ❖ Employees will be held to the same professional standard in their public use of electronic media as they are for any other public conduct (see DH LOCAL).
- ❖ All access to district devices and email will be deactivated on the last day of employment.

I will use technology in accordance with the laws of the United States and the State of Texas:

- ❖ Criminal acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
- ❖ Libel laws - Publicly defaming people through the published material on the Internet, email, etc.
- ❖ Copyright violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

If I choose to use social media:

- ❖ I understand my professional career also includes my digital reputation.
- ❖ I understand all online actions leave a permanent record and remain online, even if deleted.
- ❖ I understand, as a certified or licensed employee, that I may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities.
- ❖ I understand, CCISD employee, that I will not use electronic media to communicate with currently enrolled students, outside the scope of my job, unless I have written authorization from the superintendent or campus principal.
- ❖ I understand that blogs, teacher websites, and learning management systems are an extension of my classroom, and it is important to actively maintain these resources.
- ❖ I will adhere to FERPA and copyright regulations when posting student activities.
- ❖ I will refrain from posting student photos/videos on my personal social media accounts. I understand and will abide by the above Responsible Use Principles. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, disciplinary action up to and including termination, and/or referral to law enforcement.

District Issued Technology Resources

CCISD allows certain employees to utilize different District-owned technology resources (Chromebooks, laptops, tablets, cell phones, etc). Use of a District-owned technology resource is a privilege, not a right. With this privilege comes responsibility. Participating employees are responsible at all times for the proper use of the technology resources.

- ❖ Employees are responsible for the content stored on the device. Users may download personal content to the device as long as it meets the expectations set forth in Board Policy, Employee Handbook, Administrative Guidelines and other legal or district requirements. Any personal content on District technology resources shall not be considered private and may be monitored or accessed to ensure appropriate use of the device(s).
- ❖ The device must be secured with a passcode/password at all times. Incidents or suspected incidents of unauthorized access and/or disclosure of confidential data are to be immediately reported to the campus principal or immediate supervisor and the Technology Department.
- ❖ CCISD reserves the right to remotely wipe, without notice, all data from the device if confidential data is suspected to be at risk of disclosure, the Operating System is suspected to have been breached, or a violation of Board Policy or the Employee Handbook.
- ❖ Users will not change or remove (or attempt to change or remove) security features on the device.
- ❖ Users must take reasonable measures to safeguard the device from damage, loss or theft such as using a protective case. Users must immediately report damage, loss, or theft of the device to the campus principal or immediate supervisor, and file a police report where appropriate. Users are responsible for the cost of replacing lost or damaged technology resources and associated accessories, such as power cords.
- ❖ When requested by the District, or upon separation of employment, the participating employee agrees to return the technology device, case, charger, and any other District issued accessories to their campus principal or immediate supervisor in the same condition it was issued, less reasonable wear. If a user fails to return the device, the employee hereby consents to the District deducting from his or her final paycheck the cost of replacing the technology resource and related accessories.

CCISD Responsible Use Principles for Employees

I understand and will abide by the above Responsible Use Principles. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, disciplinary action, and/or referral to law enforcement.

Employee Signature

Name (print)

Campus

Title

Date

I hereby acknowledge receipt of access to the CCISD Employee Handbook on the district's website, which includes the Calhoun County ISD Board Policy for Technology. I understand that any changes to this form or Board Policy will be available in the CCISD Employee Handbook and receipt of the CCISD Handbook annually will serve as my acknowledgement of any changes that could be made. I understand that, should Internet access become unavailable for any reason, a printed copy of each employee handbook is available in my school/department office.

Employee Signature

Name (print)

Each employee must sign the acknowledgement of Responsible Use Principles in order to receive a Calhoun County ISD email account and access to technology. Employees who wish to use the district's electronic communication system must sign both sections of the acknowledgement form. The form must be filed with the district Human Resources Department. Annual receipt of the Employee Handbook will serve as renewal of this form.

User Name will be assigned by the Technology Department and released to the employee upon receipt of this form.

Assigned User Name: _____

Date Processed: _____

Plan for a DRUG-FREE Workplace



Calhoun County Independent School District



Calhoun County Independent School District

Angela Tullos, Director of Human Resources
525 N. Commerce Street, Port Lavaca, Texas 77979
361-552-9728 (phone), 361-551-2648 (fax)
www.calcoisd.org

To: All Calhoun County ISD Employees
From: Angela Tullos, Director of Human Resources
Date: August 1, 2023
Re: Drug-Free Workplace Plan, 2021 Revision

Federal law requires school districts to implement strategies that will ensure a drug-free workplace for employees. Although all employees sign the Drug-Free Workplace Plan upon employment with Calhoun County ISD, the plan has been revised to meet the current criteria and codes.

All employees are required to abide by the terms of the policy and to agree to notify your supervisor immediately if you have been arrested, charged or convicted of a criminal drug statute violation. CCISD has taken seriously the requirements to provide a drug-free workplace because it constitutes good practice as well as compliance with the law. CCISD reports violations of these and other criminal statutes to the State Board of Educator Certification for review.

Information will be provided to employees through the following strategies:

- Policies relating to a drug-free workplace included in the employee handbook provided electronically to all employees at the beginning of each year and after an update;
- A Drug-Free Workplace Plan review and evaluation by the School Health Advisory Committee;
- All new employees will receive a hard copy for signature and a personal update and review may occur with a principal/supervisor for any employee when needed;
- Announcement of counseling and rehabilitation services available in the city/county;

The district has implemented a drug prevention program for its employees that, at a minimum, include:

- Sanctions. A disciplinary sanction may include the completion of an appropriate rehabilitation program or disciplinary action up to and including termination (DH, LOCAL) and (DHE, LOCAL);
- Information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees;

- A requirement that employees be given a copy of the standards of conduct and the statement of disciplinary sanctions required (CCISD Employee Handbook);
- Notification to employees that compliance with the standards of conduct required is mandatory (CCISD Employee Handbook);
- A review by the SHAC committee of its programs to a) determine the programs' effectiveness and implement changes to the programs if they are needed; and b) ensure that disciplinary sanctions are consistently enforced (DHE, LOCAL).

Attached: (DH, LEGAL/LOCAL and DHE, LOCAL)

DRUG-FREE WORKPLACE ACT OF 1988

Calhoun County Independent School District is committed to providing an alcohol-and-other drug-free workplace, which will help ensure a safe and productive work environment. The following policy is in compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690 Title V Subtitle D and Texas Senate Bill I, Article 8308 7.10).

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

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

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance. Employees who use or are under the influence of alcohol or illegal drugs during working hours may be dismissed in accordance with Board policy.

An employee who uses a drug authorized as prescribed by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment. [See DNC, LOCAL and DO series]

THE DRUG-FREE WORKPLACE ACT

“Conviction” means finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

“Criminal drug statute” means a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

“Controlled substance” means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812).

“Workplace” means a site for the performance of work done in connection with a specific grant or contract of a federal agency.

DRUG-FREE SCHOOLS REQUIREMENTS

The district prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the District’s activities. Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution.

Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace. Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

(This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989. [20 U.S.C. 3224a and 34 CFR 86.201].) DRUG-FREE ACTION PLAN Activities/Strategies Responsible Timeline

=====

A memo will be sent from the Assistant Superintendent for Personnel to all principals and supervisors explaining the Drug-Free Workplace Act and the District’s Drug-Free Plan. A DEIAC meeting will be held to review the Drug-Free Workplace Plan and the District Improvement Plan will be updated. The annual professional development, held in August 2021, will require employees to review the updated plan.

The Drug-Free Workplace Plan will include a document indicating expectations for all employees and share the rehabilitation services available in the city/county/area. The District will conduct at least one review of the plan annually with the School Health Advisory Committee (SHAC).

The Assistant Superintendent for Personnel will meet with the SHAC committee at least one time annually to determine the program’s effectiveness, implement needed changes and ensure that disciplinary sanctions are clear. Mandatory drug and alcohol testing for Transportation is on-going for school bus drivers (anyone with CDL).

Update Activity / Strategy	Person Responsible	Timeline
Review the past plan and update with current information and code.	Assistant Superintendent for Federal, Pupil and Personnel Services	March 2021
Submit the plan to the Superintendent of Schools for review and revision.	Assistant Superintendent for Federal, Pupil and Personnel Services	March 2021
Send the Updated Drug-Free Workplace plan to the principals and to the DEIAC committee. Update the DIP.	Assistant Superintendent for Federal, Pupil and Personnel Services / Assistant Superintendent Curriculum and Instruction	April, 2021
Review the plan with the SHAC committee for an end-of-year evaluation.	Assistant Superintendent for Federal, Pupil and Personnel Services / District RN	April 2021
Update the Employee Handbook	Assistant Superintendent for Federal, Pupil and Personnel Services	June 2021
Provide a professional development module for all staff to review the updated plan.	Assistant Superintendent for Federal, Pupil and Personnel Services	August 2021

LOCAL RESOURCES

The Port Lavaca, Clinic
1200 N. Virginia
Port Lavaca, Texas 77979
(361) 552-6721

Mid-Coast Family Services
111 S. Liberty
Victoria, Texas 77901
(361) 575-7842

Department of Human Services
Children's Protective Services
468 N. Highway 35
Port Lavaca, Texas 77979
(361) 552-9702

Billy Cattan Recovery Outreach
4011 Halsey Street
Victoria, Texas 77901
(361) 576-4673

The Harbor Children's Alliance &
Victim Center
215 W. Railroad Street
Port Lavaca, Texas 77979
(361) 552-1982
CRISIS HOTLINE: (361) 552-HELP (4357)

Reclamation Center
506 Glasgow
Victoria, Texas 77904
(361) 576-3385

Port Lavaca Police Department
201 N. Colorado
Port Lavaca, Texas 77979
(361) 552-3788

Calhoun Co. Sheriff Department
211, South Ann
Port Lavaca, Texas 77979
(361) 553-4646

Memorial Medical Center
815 N. Virginia Street
Port Lavaca, Texas 77979
(361) 552-6713

Memorial Medical Clinic
1016 N. Virginia Street
Port Lavaca, Texas 77979
(361) 552-0325

Treatment Associates
107 Cozzi Circle
Victoria, Texas 77901
(361) 572-3006

Best Recovery Healthcare Inc.
1708 North Laurent Street
Victoria, Texas 77901
(361) 572-9122

**** Blue Cross Blue Shield of Texas has a link showing the Summary of Benefits and Coverage page for each of the four TRS-ActiveCare plans. Participants may go to the link and click on their plan to see in/outpatient benefits and in/out-of-network coverage.**

www.bcbsts.com/trsactivecare

AA MEETINGS

Port O'Connor AA
Baptist Church Fellowship Hall
On 5th and Jefferson Street
Port O'Connor, Texas
(361) 983-4694
Every Saturday night at 7:00 PM

Bayside Narcotics Anonymous
Grace Episcopal Church Hall
213 Austin Street
Port Lavaca, Texas 77979
(361) 572-5500
Every Tuesday night at 7:00 PM

Port Lavaca AA
Grace Episcopal Church Hall
213 Austin, Texas 77979
(361) 788-4534
Every Monday, Wednesday and Friday at 7:00 PM

TOLL-FREE INFORMATION

1-888-425-2666

AI-ANON/Alateen Hotline

1-800-527-5344
Helpline

American Council on Alcoholism

1-800-NCA-CALL

National Council on Alcoholism & Drug
Information

1-800-662-HELP

National Institute on Drug Abuse Hotline

1-800--683-0333

Texas War on Drugs

1-800-662-HELP

National Drug & Alcohol Treatment
Referral Service

1-800-780-2294

Texas Free Rehab Centers Helpline

**DRUG-FREE WORKPLACE POLICY STATEMENT
EMPLOYEE ACKNOWLEDGEMENT RECEIPT**

Calhoun County Independent School District

I _____, _____
(name) (title)

have received a copy of the Drug-Free Workplace Policy Statement. I have read and understood that Calhoun County Independent School District provides a drug-free workplace. As a condition of employment, I will abide by the provisions of the Drug-Free Workplace Policy Statement. Furthermore, I will immediately, or within five days, notify my supervisor or other responsible officers of Calhoun County Independent School District if I am convicted of a criminal drug statute violation occurring in the workplace.

(signature) (date)

Availability

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

Earning Local Leave

An employee shall not earn any local leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.

Deductions

Leave Without Pay

The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Leave Proration

Employed for Less Than Full Year

If an employee separates from employment with the District before his or her last duty day of the school year, or begins employment after the first duty day of the school year, state personal leave and local leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and
2. Local leave the employee used but had not earned as of the date of separation.

Employed for Full Year

If an employee uses more local leave than he or she earned and remains employed with the District through his or her last duty day, the District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

Recording

Leave shall be recorded as follows:

3. Leave shall be recorded in half-day increments for all employees.
4. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.

Order of Use

Earned compensatory time shall be used before any available paid state and local leave.

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

5. Local leave.
6. State sick leave accumulated before the 1995–96 school year.
7. State personal leave.

Concurrent Use of Leave

When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.

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

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



Calhoun County Independent School District.

Federal, Pupil and Personnel Services
Ms. Kelly Taylor, Assistant Superintendent
525 N. Commerce Street, Port Lavaca, Texas 77979
361-552-9728 (phone), 361-551-2649 (fax)
www.calcoisd.org

2023-2024 CCISD Safety and Supportive Schools Program Policies and Procedures

Please print this update and place a copy in the CCISD Safety Flip Chart. Also, please post in common areas.

- Please wear ID's at all times.
- All classrooms and common areas will have the *I Love You Guys* emergency procedures visible.
- Guidelines have been established for admission by visitors, including—
 - Visitors can only enter the facility through **primary entrances** at the front office with **Call Stations**.
 - All visitors must check in with a picture ID and receive an identification badge.
 - Visitor badges list the destination and/or person being visited.
 - Visitors are required to wear visible, dated identification.
 - Please ask all unidentified visitors for an ID or escort to the office.
- **All exterior doors must be locked at all times.**
- Exterior doors are audited weekly. Audit documentation is logged.
- All fencing and gates must be locked during the instructional day.
- Weekly Safety Reports are submitted under the direction of the campus principal.
- **Instructional classrooms must be locked during instructional times.**
- Doors must be locked during classroom instruction in portables or other separate buildings.
- Each classroom should have a *STOP THE BLEED* emergency pack.
- CCISD will use *School Messenger* and the campus intercom system during an emergency.
- Emergency Drills will be conducted according to the Board adopted Professional Development Plan throughout the school year.
- All required training is documented in the Professional Development Plan including in-person and online modules.
- All employees have been trained in local emergency procedures including the Incident Response Team, CCISD Safety Flip Chart, Threat Assessment Team and a Student Support and Resource Counselor.
- Employees will receive CRASE training (Civilian Response to Active Shooter Events) through local law enforcement agencies.
- See Something / Say Something: incidents of concern can be reported to an administrator or through the district website at www.calcoisd.org.
- A Threat Assessment Team is in place and can be utilized through a referral to a campus administrator. All team members have received Threat Assessment training.
- CCISD has a Student Support and Resource Counselor as well as parent liaisons to connect families with outside agencies including free T-CHATT counseling services.
- All after-hours visits to campus are reported to the supervisor prior to the visit and upon exit.
- All safety issues or concerns must be reported to the campus or building supervisor immediately.
- Parents have received a copy of the *I Love You Guys* terminology with CCISD Safety Procedures and the See Something/ Say Something Link.

New legislation and available technology will continue to enhance the CCISD Safe and Supportive Schools Program. All updates will be sent to the faculty and staff as they become available. Training to meet safety requirements will be scheduled on the Professional Development Calendar adopted by the Board of Trustees.