

Crowley Independent School District 2017-18 Employee Handbook

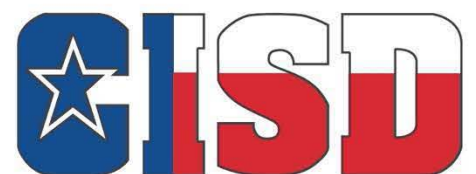


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Introduction

Welcome to Crowley ISD! Whether a new or returning employee, you are required to carefully review this document and use it as a guide during the 2017-18 school year. The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Department.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at [Policy Online - Crowley ISD](#) or via the district website at www.crowleyisdtx.org. In accordance with the Paperwork Reduction Act, Title 44, Chapter 35, the Employee/Personnel Handbook will be provided electronically. The Crowley ISD Employee Handbook can be accessed on the district website at [crowleyisdtx.org](http://www.crowleyisdtx.org) under the “Employee” tab and searching in the “E” section or hitting CTRL+click on the following link:

<http://www.crowleyisdtx.org>

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

District Information

Description of the District

The Crowley Independent School District is a fast-growing district, covering 56.6 square miles in the south central portion of Tarrant County with less than four miles of its territory located in the north portion of Johnson County. The cities of Fort Worth, Edgecliff Village, and Crowley are included in certain areas of the district's boundaries as well as many acres of ranch/farm land and residential developments. Since 1965, the district has grown from a total enrollment of 385 to over 15,000 students.

The tax base for Crowley ISD is excellent, with many industrial and business properties being constructed annually. Hulen Mall, a large shopping center, is located in the far northwest portion of the district. In the area adjacent to the mall are numerous other shopping areas, supermarkets, theaters, eating establishments, and financial institutions. Approximately one mile west of Hulen Mall another large shopping center, City View, was opened in the spring of 1987. Texas Health Resources Southwest Fort Worth is located near the two shopping areas.

As of June 5, 2017, our Estimated Net Taxable Value is \$5,642,390,809 for Tarrant County and Estimated Net Taxable Value is \$47,046,420 for Johnson County. Our tax rate is \$1.65.

District Website

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

CISD Board's Vision and Mission Statements, Core Values and Strategic Goals

[Crowley ISD Board Policy Manual – Policy AE](#)

Vision Statement: Crowley ISD will provide all students with a world-class, high-quality education where students are inspired and empowered to succeed in the global community.

Mission Statement: Crowley ISD provides our students with excellence in education so all students achieve their full potential.

Core Values:

- We value high academic achievement.
- All students can learn through a variety of instructional methods and opportunities that meet their individual needs.
- Learning is enhanced through social interaction in a diverse setting.
- We value a safe and secure learning environment.
- We value a positive work place in which each employee is appreciated and is provided opportunities for professional growth.
- We respect and value the opinions of all students, employees and community members.
- We encourage open, effective and timely communication with district stakeholders.
- We support effective stewardship of public resources.

Strategic Goals:

1. Improve Student Achievement for All
 - 1.1 Provide an aligned, relevant and rigorous curriculum and courses of study in order to prepare students to meet or exceed expected educational standards.
 - 1.2 Graduate college and workforce ready students who demonstrate the skills necessary for post-secondary success in a global community.
 - 1.3 Increase the integration of technology resources and systems in order to produce 21st Century learners.
2. Provide Safe, Secure, and Nurturing Schools
 - 2.1 Ensure a safe, secure and orderly learning environment in compliance with all safety regulations.
 - 2.2 Provide effective safety/security communication for all stakeholders.
3. Support Parent and Community Partnerships
 - 3.1 Provide continuous opportunities for parents and community members to partner with community schools.
 - 3.2 Ensure channels for frequent communication and open dialogue continue between schools, parents and community members.
 - 3.3 Collect feedback and input from parents and community members on a regular basis.
4. Provide a Quality Workforce in a Positive Work Environment
 - 4.1 Recruit, employ, develop, and retain a quality teaching, administrative, and support staff to attain excellence in student performance.
 - 4.2 Provide high-quality, job embedded professional development.
5. Ensure Effective and Efficient Use of Resources
 - 5.1 Continue excellence in financial planning, management, and stewardship.
 - 5.2 Effectively utilize available funds to maintain or upgrade existing facilities and equipment and/or construct new facilities.

Board of Trustees

[Crowley ISD Board Policy Manual – Policy BA](#)

[BB Series](#)

[BD Series](#)

[BE Series](#)

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

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

Current board members include:

- June W. Davis, *President*
- Mia Hall *Vice President*
- Lyndsaе Benton , *Secretary*
- Gary Grassia
- Ryan Ray
- Nedra Robinson
- Dr. La Tonya Woodson-Mayfield

The board usually meets the last Thursday every month at 512 Peach Street, Crowley, Texas, 76036. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and at the administration building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

Board Meeting Schedule

Board Meeting Calendar 2017-18

July 20, 2017	Thursday
August 31, 2017	Thursday
September 28, 2017	Thursday
October 26, 2017	Thursday
November 30, 2017	Thursday
December 14, 2017	Thursday
January 25, 2018	Thursday
February 22, 2018	Thursday
March 29, 2018	Thursday
April 26, 2018	Thursday
May 31, 2018	Thursday
June 28, 2018	Thursday

Helpful Contacts

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

Administration

Dr. Patricia Linares, *Interim Superintendent*, 817-297-5230
Bill R. Johnson, *Chief of Policy, Planning and Governance*, 817-297-5246
Dr. Theresa Kohler, *Chief of Employee Services*, 817-297-5215
Dr. Trent Lovette, *Chief of School Leadership* 817-297-5269
Dr. David Priddy, *Chief Academic Officer*, 817-297-5242
Stan Swann, *Chief of Student Services*, 817-297-5270
Stacey Adrian, *Executive Director of Budget*, 817-297-5252
Jerry Allen, *Executive Director of Technology Services*, 817-297-5285
Dr. Pam Berry, *Executive Director of Secondary Leadership*, 817-297-5271
Elisa Fisher, *Executive Director of Special Services*, 817-297-5300
Dwayne Jones, *Executive Director of Business Services*, 817-297-5219
Anthony Kirchner, *Executive Director of Communications and Marketing*, 817-297-5281
Charles Lincoln, *Executive Director of Athletics*, 817-297-5248
Randy Reaves, *Executive Director of Non-Instructional Services*, 817-297-5942
Scott Campbell, *Director of Technology*, 817-297-5299
Annette Duvall, *Director of College and Career Readiness*, 817-297-5284
Jaretha Jordan, *Director of Professional Development*, 817-297-5226
Ted Kretchmar, *Director of Assessment & Accountability*, 817-297-5260
Pat Panek, *Director of District Safety and Security*, 817-297-5292
Jarvis Walker, *Director of Maintenance* 817-297-5942

School Directory

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

School Calendar



CROWLEY INDEPENDENT SCHOOL DISTRICT

2017-2018

SCHOOL DISTRICT CALENDAR

FIRST DAY OF SCHOOL - TUESDAY, AUG. 22
LAST DAY OF SCHOOL - FRIDAY, MAY 25

START/END TIMES

Elementary 7:35 a.m.-2:58 p.m. Middle/Intermediate 8:05 a.m.-3:35 p.m. High 8:40 a.m.-4:10 p.m.

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

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

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

BOLD First/Last Day of School ■ Student/Staff Holiday □ Student Holiday/Professional Day ○ Early Release Day

IMPORTANT DATES				GRADING PERIODS	
New Staff Orientation	Aug. 2-3, 7	Student/Staff Holiday	Dec. 22-29	1. Aug. 22 - Sept. 29	
Staff Development	Aug. 8-10	Student/Staff Holiday	Jan. 1-5	2. Oct. 2 - Nov. 8	
Staff Workday	Aug. 11	Student Holiday/Staff Workday	Jan. 8	3. Nov. 8 - Dec. 21	
Staff Development	Aug. 14-17	Student/Staff Holiday	Jan. 15	4. Jan. 9 - Feb. 16	
Staff Workday	Aug. 18	Early Release K-12/Staff Development	Feb. 16	5. Feb. 19 - April 13	
Staff Workday	Aug. 21	Student Holiday/Staff Development	Feb. 19	6. April 16 - May 25	
First Day of School	Aug. 22	Student/Staff Holiday	March 12-16		
Student/Staff Holiday	Sept. 4	Student/Staff Holiday	March 30		
Early Release K-12/Staff Development	Oct. 6	Early Release 9-12/Staff Development	May 24		
Student Holiday/Staff Development	Oct. 9	Early Release K-12/Staff Development	May 25		
Student Holiday/Staff Development	Nov. 3	Last Day of School	May 25		
Student/Staff Holiday	Nov. 20-24	Student/Staff Holiday	May 28		
Early Release 9-12/Staff Development	Dec. 20	Staff Workday	May 29		
Early Release K-12/Staff Development	Dec. 21	Staff Development	May 30		

DOWNLOAD TODAY!

Keep up with your school calendar on the Crowley ISD phone app!

Employment

Equal Employment Opportunity

[Crowley ISD Board Policy Manual – Policy DAA](#)

[Crowley ISD Board Policy Manual – Policy DIA](#)

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

As stated in Board policy, employees with questions or concerns about discrimination based on sex, including sexual harassment, should contact Bill Johnson, the district Title IX coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact Dr. John Hamlett, the district ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

[Crowley ISD Board Policy Manual – Policy DC](#)

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

Employment After Retirement

[Crowley ISD Board Policy Manual – Policy DC](#)

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

Contract and Noncontract Employment

[Crowley ISD Board Policy Manual – Policy DC](#)

[DC Series](#)

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

the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

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

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

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

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

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

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

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

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

Certification and Licenses

[*Crowley ISD Board Policy Manual – Policy DBA*](#)

[*Crowley ISD Board Policy Manual – Policy DF*](#)

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources in a timely manner.

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

Recertification of Employment Authorization

[*Crowley ISD Board Policy Manual - Policy DC*](#)

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Human Resources if you have any questions regarding reverification of employment authorization.

Searches and Alcohol and Drug Testing

[*Crowley ISD Board Policy Manual – Policy DHE*](#)

[*Crowley ISD Board Policy Manual - Policy CQ*](#)

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

Employees Required To Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the

driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

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

Health Safety Training

[*Crowley ISD Board Policy Manual – Policy DBA*](#)

[*Crowley ISD Board Policy Manual – Policy DMA*](#)

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, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the appropriate Athletic or Fine Arts department secretary by September 15, 2017.

Reassignments and Transfers

[*Crowley ISD Board Policy Manual – Policy DC*](#)

[*Crowley ISD Board Policy Manual – Policy DK*](#)

[*Crowley ISD Board Policy Manual – Policy DGBA \(Local\)*](#)

Reassignments or Involuntary Transfers

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract.

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

Non-contractual supplemental or extracurricular duties for which supplemental pay is received may be discontinued by either party at any time. Such duties may be reassigned at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the superintendent or designee in writing. Paid supplemental duties are not part of the district's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

Identification of Reassignment Professionals

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

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

Definition of Seniority

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

Grade-level or Campus-wide Determination

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

Satisfactory Performance

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

Identification and Notification

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

Voluntary Transfers

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

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

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

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

- Transfer eligibility requirements: *
- **Must have worked in Crowley ISD for a minimum of 2 years**
Exceptions made be made for School of Choice transfers and any teacher that was involuntarily placed into their assignment for the current year
- **Must have appropriate certification for the position** (Elementary and Intermediate teacher positions require ESL)
- **Professional Employee’s eligibility:**
Professional employees who are on a growth plan or have documented performance concerns are not eligible.
- **Paraprofessional’s eligibility:**
Paraprofessional employees who have documented performance concerns are not eligible.

* Any exceptions to these procedures must be approved by the Chief of Employee Services.

Request access, the submission deadline, and other relevant information will be provided to all employees in the second semester each year. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found.

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

Workload and Work Schedules

[Crowley ISD Board Policy Manual – Policy DEAB](#)

[Crowley ISD Board Policy Manual – Policy DL](#)

[Crowley ISD Board Policy Manual - Policy DK](#)

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10, 10.5, 11, or 12 month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules, including start and end dates and scheduled holidays, will be posted on the district website.

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

Administration Building hours: Regular hours are 8:00 a.m. to 4:30 p.m.

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

Elementary and CLC 7:20 a.m. to 3:45 p.m.

Intermediate and
Middle School 7:45 a.m. to 4:15 p.m.

High School/CTE 8:15 a.m. to 4:45 p.m.

Campus staff regular duty hours:

Elementary and CLC 7:20 a.m. to 3:20 p.m.

Intermediate and
Middle School 7:45 a.m. to 3:45 p.m.

High School/CTE 8:15 a.m. to 4:15 p.m.

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

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

Paraprofessional and Auxiliary Employees. Support employees are employed at-will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessionals and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See *Overtime Compensation* on page 23 for additional information.

Breaks for Expression of Breast Milk

[*Crowley ISD Board Policy Manual – Policy DEAB*](#)

[*Crowley ISD Board Policy Manual – Policy DG*](#)

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

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

Notification to Parents Regarding Qualifications

[*Crowley ISD Board Policy Manual – Policy DK*](#)

[*Crowley ISD Board Policy Manual – Policy DBA*](#)

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to 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 the Human Resources Department.

Outside Employment and Tutoring

[*Crowley ISD Board Policy Manual – 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

[*Crowley ISD Board Policy Manual – Policy DN
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.

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

T-TESS is a process that seeks to develop habits of continuous improvement with evidence-based feedback and professional development decisions based on that feedback through ongoing dialogue and collaboration.

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

Probationary Teachers new to CISD will have Two Formal observations annually

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

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

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

Second Appraiser Request

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

Second Appraiser Scoring

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

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

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

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

- The primary appraiser's scores in each dimension will be five (5) points for Distinguished, four (4) points for Accomplished, three (3) points for Proficient, two (2) points for Developing, and one (1) point for Improvement Needed.
- The secondary appraiser will assign a point value score on a range of scores for each dimension in Domains 2 and 3. They will assign between (5.0-4.5) points for Distinguished, (4.0-3.5) points for Accomplished, (3.0-2.5) for Proficient, (2.0-1.5) for Developing, and (1.0-0.5) for Improvement Needed.
- The rating for each dimension will be assigned based on the average score of the primary and secondary appraiser in these ranges:
 - Distinguished – if value is in the range of (5.0 - 4.5)
 - Accomplished – if value is in the range of (4.4 - 3.5)
 - Proficient – if value is in the range of (3.4 - 2.5)
 - Developing – if value is in the range of (2.4 – 1.5)
 - Improvement Needed – if value is (1.4 or lower)

Probationary Teachers

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

Employment Decisions

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

Employee Involvement

[Crowley ISD Board Policy Manual – Policy BOA](#)

[Crowley ISD Board Policy Manual – Policy BOB](#)

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

Staff Development

[Crowley ISD Board Policy Manual – Policy 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

[Crowley ISD Board Policy Manual – Policy DEA](#)

[Crowley ISD Board Policy Manual – Policy DEAA](#)

[Crowley ISD Board Policy Manual – Policy DEAB](#)

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

All employees should verify their annual pay through Employee Access in September of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district’s extra-duty pay schedule.

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

Paychecks

All employees are paid on the 20th day of each month. If the 20th day falls on either Saturday or Sunday, employees will be paid on the Friday immediately preceding unless other circumstances prevent doing so. Employees receiving a final payoff will receive their final check via direct deposit in the same manner as a normal pay period.

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

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

The schedule of pay dates for the 2017-2018 school year follows:

September 20, 2017	March 20, 2018
October 20, 2017	April 20, 2018
November 16, 2017	May 18, 2018
December 20, 2017	June 20, 2018
January 19, 2018	July 20, 2018
February 20, 2018	August 20, 2018

Automatic Payroll Deposit

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

Payroll Deductions

[Crowley ISD Board Policy Manual – Policy CFEA](#)

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

- Teacher Retirement System of Texas (TRS) or FICA alternate contribution
- Federal income tax
- Medicare tax (applicable only to employees hired in this district after March 31, 1986)
- Child support and spousal maintenance, if applicable

- Delinquent federal education loan payments, if applicable

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

Timekeeping

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

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

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

Daily Clock-in/Clock-out

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

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

Docked Pay

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

Overtime Compensation

Crowley ISD Board Policy Manual – Policy DEAB

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.

Overtime is legally defined as all hours physically worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 a.m. Saturday and ends at 11:59 p.m. Friday. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

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

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

Travel Expense Reimbursement

Crowley ISD Board Policy Manual – Policy DEE

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

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

Health, Dental, and Life Insurance

[Crowley ISD Board Policy Manual – Policy CRD](#)

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

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

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

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

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

Supplemental Insurance Benefits

[Crowley ISD Board Policy Manual – Policy CRD](#)

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

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or decline this benefit. Certain insurance premiums are offered on a pre-tax basis through payroll deduction. Additional tax savings are available through either a Flexible Spending Account (FSA) or Health Spending Account (HSA) which allows for certain medical, dental, and vision expenses to be planned for in advance via pre-tax contribution into either of these plans. Both the FSA and HSA plans are administered by a third-party administrator who handles employee claims made on these accounts.

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

Workers' Compensation Insurance

[*Crowley ISD Board Policy Manual – Policy CRE*](#)

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has chosen to drop coverage from an insurance company and all claims for injuries suffered on the job will be paid directly from school district funds. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the building supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits* for information on use of paid leave for such absences.

Unemployment Compensation Insurance

[*Crowley ISD Board Policy Manual – Policy CRF*](#)

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

Teacher Retirement

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

Employees who plan to retire under TRS should notify TRS, the Payroll Office, and the Human Resources Department as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.texas.gov). Refer to *Employment after Retirement* for information on restrictions of employment of retirees in Texas public schools.

Other Benefit Programs

[*Crowley ISD Board Policy Manual – Policy FDA \(Local\)*](#)

[*Crowley ISD Board Policy Manual – Policy CRG*](#)

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

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

Leaves and Absences

[*Crowley ISD Board Policy Manual – Policy DEC*](#)

[*Crowley ISD Board Policy Manual – Policy DECA*](#)

[*Crowley ISD Board Policy Manual – Policy 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 three days should call the Payroll Department for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

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

1. Local leave.
2. State sick leave accumulated before the 1995–96 school year.
3. State personal leave.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Employees are required to enter all absences into AESOP. Upload your scanned absence-related documentation or

certification to the leave of absence request in Skyward. Pre-planned absences should be entered prior to the day of the absence.

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

- Spouse
- Son or daughter, including a biological, adopted or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
- Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent or grandchild
- Any person residing in the employee's household at the time of illness or death

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

Medical Certification. Any employee who is absent more than three consecutive workdays because of a personal illness or illness in the immediate family must scan and email to Human Resource a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

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

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

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

State and Local Leave

State Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of ½ day for each 18 workdays of employment and available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers.

State Sick Leave

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

State sick leave may be used for the following reasons only:

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

Local Leave

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

- Five workdays for employees in positions normally required to work up to 210 calendar days per school year.
- Six workdays for employees in positions normally required to work 217, 221, and 226 calendar days per school year.
- Seven workdays for employees in positions normally required to work 260 or more calendar days per school year.

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

Nondiscretionary and Discretionary Leave

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

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor in advance of the anticipated absence.

Discretionary personal leave will be granted on a first-come, first-served basis. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

Limitations on Discretionary Leave. Discretionary personal leave may not be taken for more than three consecutive days and shall not be allowed for campus personnel who hold an instructional position when it affects the following listed below *:

1. The last working day before a school holiday
2. The first working day after a school holiday
3. The first day of school (beginning 2018-19 school year)
4. The last day of school
5. A staff development day, teacher workday, or early release day
6. A day scheduled for end-of-class or end-of-year semester exams. Any day the campus is affected by state-mandated assessments or District-required tests.

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

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

State Sick Leave

Sick Leave Bank

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

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

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

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

Leave Entitlements

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

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

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

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

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

Benefits and Protections

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

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

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

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

Eligibility Requirements

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

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

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

Requesting Leave

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

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities

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

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

Enforcement

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

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

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period, measured backward from the date an employee uses FML.

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

When an absent employee is eligible for FML, 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.

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

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

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee's ability to perform essential job function is required, 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.

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 to the procedures outlined in policy (see DECA (LEGAL)).

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

District Contact. Employees that require FML or have questions should contact the Human Resources Department for details on eligibility, requirements, and limitations.

Temporary Disability Leave

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

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

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

When an employee is ready to return to work, the Human Resources Department should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee

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

Workers' Compensation Benefits

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

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

Job Protection Rights

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

The following applies to the reinstatement of an employee at the end of temporary disability leave. The employee must submit a request to return to work 30 days prior to the return-to-work date. The employee is entitled to reinstatement at the school where he or she was assigned, subject to the availability of an appropriate position. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Bereavement

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

Assault Leave

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

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. A report to the School Resource Officer, principal or local police must be made and determination of assault will be investigated. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Court Appearances

Absences due to compliance with a valid subpoena, other court appearances unrelated to an employee's personal business, or absences for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance. Employees who report to court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received. Employees must submit documentation of their need for leave for court appearance and/or jury duty with their leave of absence request to Human Resources.

Truancy Court Appearances

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

Religious Observance

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

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training or duty ordered by proper authority. Paid military leave is limited to 15 days each fiscal year (October 1–September 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

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

be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the period of time specified by law to the Human Resources Department through the district's online application system. In most cases, the length of federal military service cannot exceed five years.

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

Teacher, Paraprofessional, and Other Staff Member Absence Reporting Procedures

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

CISD utilizes a Substitute Finder System (AESOP) for assigning substitutes to each individual school as the need arises. A call to the principal, department supervisor, or his/her designated assistant must be made when a staff member has not been able to give advance notice of the absence.

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

Employee Relations and Communications

Employee Recognition and Appreciation

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

District Communications

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

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

Complaints and Grievances

[Crowley ISD Board Policy Manual – Policy DGBA](#)The Board of Trustees for the Crowley Independent School District has adopted specific grievance procedures for employees to follow when they are not able to resolve complaints.

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

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

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

For questions or more information about the grievance process, contact [Michael Williams](#), Human Resources Coordinator of Personnel, at 817-297-5232.

Employee Conduct and Welfare

Standards of Conduct

[Crowley ISD Board Policy Manual – 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.
- 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 may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, unless the educator’s criminal record information was obtained from the DPS FACT clearinghouse, 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* 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. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

Standard 1.14 The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

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.

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

[Crowley ISD Board Policy Manual – Policy DH](#)

[Crowley ISD Board Policy Manual – Policy 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.

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

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

Harassment of Students

[*Crowley ISD Board Policy Manual – Policy DF*](#)

[*Crowley ISD Board Policy Manual – Policy DH*](#)

[*Crowley ISD Board Policy Manual – Policy FFG*](#)

[*Crowley ISD Board Policy Manual – Policy FFH*](#)

[*Crowley ISD Board Policy Manual – Policy FFI*](#)

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse and Bullying* for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students can be found in the above links, Policy DF(Legal) and FFH(Local).

Alcohol and Drug Abuse Prevention

[*Crowley ISD Board Policy Manual – Policy DH*](#)

[*Crowley ISD Board Policy Manual – Policy DI*](#)

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

Reporting Suspected Child Abuse

[*Crowley ISD Board Policy Manual – Policy DG*](#)

[*Crowley ISD Board Policy Manual – Policy DH*](#)

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion.

Employees are also required to make a report if they have 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 or person with a disability.

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

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

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

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

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

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed through the campus principal. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is

defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or the Child Protective Services (CPS).

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

Reporting Crime

[Crowley ISD Board Policy Manual - Policy DG](#)

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

Fraud and Financial Impropriety

[Crowley ISD Board Policy Manual – Policy CAA](#)

All employees should act with integrity and diligence in duties involving the district’s financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety shall include but not be limited to the following:

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

Personal Use of Electronic Communications

Crowley ISD Board Policy Manual – Policy DH

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

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

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

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

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

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

Electronic Communications between Employees and Students

[Crowley ISD Board Policy Manual – Policy DH](#)

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

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

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

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website/application, including a social media website/application or social networking website/application.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a

blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication* and should be reported immediately to the employee's supervisor.

- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, 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 is performing within the scope of their professional authority may use text messaging, and then only to communicate with their students for whom they have oversight. An employee who communicates with a student using text messaging shall comply with the following protocol:
- The employee shall make every effort to not communicate directly with any student between the hours of 8:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network or application site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies [CPC](#) and [FL](#)]
 - Copyright law [See Policy [CY](#)]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy [DH](#)]
- Upon request from administration, an employee will provide the phone number(s), social network site(s) or application(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor
- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Conflict of Interest

[Crowley ISD Board Policy Manual – Policy DBD](#)

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

[Crowley ISD Board Policy Manual – Policy DBD](#)

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

Associations and Political Activities

[Crowley ISD Board Policy Manual – Policy DGA](#)

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

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

Use of district resources, including work time, for political activities is prohibited.

Charitable Contributions

Crowley ISD Board Policy Manual – Policy DG

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

Safety

Crowley ISD Board Policy Manual – Policy CK

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes:

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

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

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

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

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

Duplication of Keys

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

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

Tobacco Products and E-Cigarette Use

[Crowley ISD Board Policy Manual – Policy DH](#)

[Crowley ISD Board Policy Manual – Policy GKA](#)

[Crowley ISD Board Policy Manual – Policy FNCD](#)

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

Criminal History Background Checks

[Crowley ISD Board Policy Manual – 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 all new 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

[Crowley ISD Board Policy Manual – Policy DH](#)

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

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

Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code
- Felony driving while intoxicated (DWI) or acts constituting abuse or neglect under the Texas Family Code.

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

Possession of Firearms and Weapons

[Crowley ISD Board Policy Manual – Policy DH](#)

[Crowley ISD Board Policy Manual – Policy FNCG](#)

[Crowley ISD Board Policy Manual – Policy GKA](#)

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, unloaded, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it **immediately** to their supervisor or call School Resource Officer and the district's Safety and Security office at 817-297-5292.

Visitors in the Workplace

[Crowley ISD Board Policy Manual – Policy GKC](#)

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

should immediately escort him or her to the building office or contact the administrator in charge.

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

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

Copyrighted Materials

[*Crowley ISD Board Policy Manual – Policy CY*](#)

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

Technology Resources

[*Crowley ISD Board Policy Manual – Policy CQ*](#)

The district's technology resources, including its networks, computer systems, e-mail 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 or instant message transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

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

Employee Agreement for Technology Usage

District use of electronic mail and other technology resources are not private and may be monitored at any time by Internet service providers, operators of system servers, and designated

district staff to ensure appropriate use. Employees understand that district technology resources use is not private and that the district, Internet service providers, and system server operators will monitor my activity on the computer system. Employees understand that employees are allowed to use district technology resources for educational purposes only during school hours. However, proper ethics shall be applied at all times.

Employees are responsible for abiding by the District's Acceptable Use Policy and its provisions. In consideration for the privilege of using Crowley Independent School District's technology resources, employees hereby release the Crowley Independent School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system. All employees are required to sign the Technology Acceptable Use Policy at the time of hire. When accessing a CISD computer, employees must accept the Acceptable Use Policy in order to log on.

Asbestos Management Plan

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

Pest Control Treatment

[*Crowley ISD Board Policy Manual – Policy DI*](#)

[*Crowley ISD Board Policy Manual – Policy CLB*](#)

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

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

General Procedures

Inclement Weather Closing

The district may close schools because of inclement weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late to release students early, or to

cancel school, district officials will post a notice on the district’s web site, social media sites, and notify:

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

Emergencies

[*Crowley ISD Board Policy Manual – Policy CKC*](#)

[*Crowley ISD Board Policy Manual – Policy CKD*](#)

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

Purchasing Procedures

[*Crowley ISD Board Policy Manual – Policy CH*](#)

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

Name and Address Changes

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

Personnel Records

[*Crowley ISD Board Policy Manual – Policy GBA*](#)

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee’s personal e-mail is confidential and may not be released without the employee’s permission. Employees may choose to have the following personal information withheld:

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

The choice to not allow public access to this information may be done at any time by submitting a written request to the Human Resources Department. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public until a request to withhold the information is submitted.

Building Use

[*Crowley ISD Board Policy Manual – Policy DGA*](#)

[*Crowley ISD Board Policy Manual – Policy GKD*](#)

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

Termination of Employment

Resignations

[*Crowley ISD Board Policy Manual – Policy DFE*](#)

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written, signed notice is received at least 45 days before the first day of instruction of the following school year. A written, signed notice of resignation should be submitted to the Human Resources Department. 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 following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 59. The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the same acts.

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

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

Dismissal or Nonrenewal of Contract Employees

[Crowley ISD Board Policy Manual – DF series](#)

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. 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 on line.

Dismissal of Noncontract Employees

[Crowley ISD Board Policy Manual – Policy DCD](#)

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

Exit Interviews and Procedures

[Crowley ISD Board Policy Manual – Policy DC](#)

[Crowley ISD Board Policy Manual – Policy CY](#)

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

Exit interviews will be scheduled by the Payroll Department for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to ensure that

their forwarding address and phone number in Employee Access is correct and complete an exit survey that provides the district with feedback on his or her employment experience. All district keys, proximity access cards, employee photo identification badge and emergency procedure safety cards, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Reports to Texas Education Agency

[*Crowley ISD Board Policy Manual – Policy DF*](#)

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

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

Reports Concerning Court-Ordered Withholding

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

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

Student Issues

Equal Educational Opportunities

[*Crowley ISD Board Policy Manual – Policy FB*](#)

[*Crowley ISD Board Policy Manual – Policy FFH*](#)

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Bill Johnson, the district Title IX Coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Dr. John Hamlett, the district ADA/Section 504 Coordinator. All other questions or concerns relating to discrimination based on any other reason should be directed to the Superintendent.

Student Records

[*Crowley ISD Board Policy Manual – Policy FL*](#)

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

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

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

Parent and Student Complaints

[*Crowley ISD Board Policy Manual – Policy FNG*](#)

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

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

Administering Medication to Students

[Crowley ISD Board Policy Manual – Policy FFAC](#)

Only designated employees may administer prescription and/or nonprescription medication 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 have a Medication Administration Form signed by his or her parent or guardian and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

[Crowley ISD Board Policy Manual – Policy DH](#)

[Crowley ISD Board Policy Manual – Policy FFAC](#)

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

Psychotropic Drugs

[Crowley ISD Board Policy Manual – Policy FFAC](#)

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

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

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

Student Conduct and Discipline

[FN Series](#)

[FO Series](#)

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

Student Attendance

[*Crowley ISD Board Policy Manual – Policy FEB*](#)

Teachers and staff should be familiar with the district’s policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must provide a written note from a parent or legal guardian or provide a certified doctors note within seven days. . These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

[*Crowley ISD Board Policy Manual – Policy FFI*](#)

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

Hazing

[*Crowley ISD Board Policy Manual – Policy FNCC*](#)

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

Employee Child Development Center

The Employee CDC provides child care services for children and grandchildren of Crowley Independent School District employees. All eligible and interested families are encouraged to register for child care services immediately. CISD employees that are expecting a child are also encouraged to register for child care services as soon as possible. The center operates on a first come first served basis. In order to register for child care services parents must pay a **nonrefundable registration fee of \$75**. Parents are encouraged to call the Employee CDC to get information about registration and waitlists. Children will be placed on a waitlist if the Employee CDC is unable to accommodate enrollment because there is no space in the desired class.

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

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

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

Tuition is calculated by multiplying the child's age by 187 duty days and divided by 12 months. This amount is deducted from the employee's payroll check each month. In addition to monthly tuition, parents will have a **one-time** annual supply fee of \$75 per child deducted from their first payroll check after the child care services have been rendered. Alternate payment arrangements are not available at this time. The Employee CDC does not prorate tuition due to holiday breaks, absences, or school closures. If the district closes for inclement weather the CISD CDC will also close.

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

Professional Dress Guidelines

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

Uniformed Employees

- Cafeteria, custodial, maintenance, and transportation employees will continue to wear the approved department uniform and follow campus based personnel dress guidelines.
- Crowley ISD photo identification badge is required to be worn and visible at all times.

Technology

- Employees should wear collared shirts, such as polo style, oxford style, or dress style and these may be long or short sleeved. Turtlenecks are also acceptable, but these should preferably be worn with a sport coat or jacket. Unacceptable types of shirts during the school year, include, T-shirts, sweatshirts, and smock type shirts designed to be worn un-tucked.
- Tailored dress slacks, business casual (Dockers® style), or solid color cargo pants in a fabric other than denim are considered appropriate for the workplace during the school year. If the pants have belt loops, a belt should be worn. Sweat pants, wind pants, and warm-ups are not considered appropriate for the work place.
- Jeans, shorts (knee length) and appropriate t-shirts are acceptable during the summer months at the discretion of the Technology Director. Be sure that jeans and shorts worn to work fit appropriately, are not torn or overly faded and do not show signs of excessive wear.
- Sensible shoes appropriate for the assignment should be worn. Sandals are not permitted.
- Head coverings are not permitted.
- Crowley ISD photo identification badge is required to be worn and visible at all times.

District Personnel Guidelines for Men

- Clothing should convey a professional image by being coordinated, modest and appropriate for a business setting. Any clothes that are too tight, too short or too revealing are not appropriate for the workplace.
- Male employees may wear short or long-sleeved collared shirts, such as polo style, oxford style or dress shirts. Turtlenecks are also acceptable, preferably worn with a sport coat or jacket. All shirts should be worn tucked in. Acceptable sweater styles include pullover and cardigan styles. Although not required, men are encouraged to wear jackets and ties to work. Unacceptable types of shirts include, sweatshirts, and smock-style shirts designed to be worn untucked.
- T-shirts such as school spirit shirts or college T-shirts may be worn on days designated as spirit days by the principal. Tailored dress slacks or business casual (Dockers® style) pants in a fabric other than denim are considered appropriate for the workplace. If the pants have belt loops, a belt should be worn.
- Sweatpants, wind pants, warm-ups and cargo style pants, and “jeggings” or leggings worn as pants are not considered appropriate for the workplace. Shorts, sweatpants, wind pants, and

warm-ups are allowed to be worn in P.E. or athletics classes as appropriate; coaches are to wear long pants when not in P.E. or athletics classes and follow the regular professional guidelines for men while in the regular classroom.

- Jeans are only acceptable for campus based staff on days designated by the principal such as spirit or incentive days.
- Jeans are unacceptable attire for off-campus staff development, including New Teacher Orientation.
- Jeans may be worn for on-campus staff development or teacher work days with campus principal approval.
- Employees should ensure that jeans worn to work fit appropriately, are not torn or overly faded and do not show signs of excessive wear. Low rise jeans that prevent modesty are not acceptable.
- Acceptable footwear includes dress shoes or casual shoes, such as leather-like, suede or loafer styles. Boots are also acceptable. Men should not wear sandals to work. Tennis or athletic shoes are acceptable only on spirit days for all personnel at the discretion of the principal and are also acceptable daily by personnel in P.E. or athletics classes.
- Scrubs and sensible or athletic shoes may be worn by nurses and employees that work with PPCD, Life Skills, RISE, BIC, FA, BA, and the Child Development Center.
- Crowley ISD photo badge is required to be worn and visible at all times.

Guidelines for Women

- Clothing should convey a professional image by being coordinated, modest and appropriate for a business setting. Any clothes that are too tight, too short or too revealing are not appropriate for the workplace.
- Female employees may wear collared or uncollared shirts/tops; they may be pullover or button style; and shirts/tops that are not made to be worn out (e.g. shirts/tops with a tail) should be tucked in. Sleeveless or cap-sleeved shirts/tops are not considered to be professional attire and as such should only be worn under a jacket or a shirt-jacket at all times. Low-cut tops or shirts that reveal the midriff should never be worn to work.
- T-shirts such as school spirit shirts or college T-shirts may be worn on days designated as spirit days by the principal.
- Women may wear tailored or business casual pants, pant sets and business pant suits. In addition, they may also wear cropped dress or capri pants when worn as part of a suit or a coordinated outfit and must extend at least to mid-calf. Skirts should be of a modest, professional length, falling at or just above the knee. Any fabric other than denim is acceptable.
- Sweatpants, wind pants, warm-ups, and cargo style pants, and “jeggings” or leggings worn as pants are not considered appropriate for the workplace. Shorts, sweatpants, wind pants, and warm-ups are allowed to be worn in P.E. or athletics classes as appropriate; coaches are to wear long pants when not in their P.E. or athletics classes and follow the regular professional guidelines for women while in the regular classroom.
- Jeans are only acceptable for campus based staff on days designated by the principal such as spirit or incentive days.
- Jeans are unacceptable attire for off-campus staff development, including New Teacher Orientation.
- Jeans may be worn for on-campus staff development or teacher work days with campus principal approval.

- Employees should ensure that jeans worn to work fit appropriately, are not torn or overly faded and do not show signs of excessive wear. Low-rise jeans that prevent modesty are not acceptable.
- Shoes are a part of professional dress and can help to project a business image. Appropriate shoes include: dress shoes or pumps; leather-like, suede or loafer-style shoes; boots; closed-toed mule or closed-toed slide styles; and open-toed shoes/sandals with a dress appearance and a dress heel are acceptable. Tennis or athletic shoes are acceptable only on spirit days for all personnel at the discretion of the principal and are also acceptable daily by personnel in P.E. or athletics classes.
- Scrubs and sensible or athletic shoes may be worn by nurses and employees that work with PPCD, Life Skills, RISE, BIC, FA, BA and the Child Development Center.
- Crowley ISD photo identification badge is required to be worn and visible at all times.

Clothing items that are inappropriate for the workplace regardless of department:

- Rubber or plastic flip-flops, slides, or house slippers are not to be worn
- Torn or worn-out clothing
- Pants with frayed hems or that drag the ground
- Tight fitting or revealing clothing
- Tops with spaghetti straps without a jacket
- Tank tops without a jacket
- Clothing that shows bare midriffs
- Shorts/skorts/leggings

Other inappropriate items:

- Visible, excessive tattoos and/or body piercings that distract or take away from the academic climate.

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

Key Employment and Student Discipline Policies

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

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

Policy Code	Policy Title
None	CISD Student Code of Conduct
DBAA (LEGAL and LOCAL)	Criminal History and Credit Reports
DBD (LEGAL and LOCAL)	Conflict of Interest
DEC (LEGAL and LOCAL)	Leaves and Absences
DECA (LEGAL)	Leaves and Absences: Family and Medical Leave
DECB (LEGAL)	Leaves and Absences: Military Leave
DH (LEGAL and LOCAL)	Employee Standards of Conduct
DI (LEGAL and LOCAL)	Employee Welfare – required for new employees
DI (EXHIBIT)	Drug-Free Workplace Requirements – required for new employees
DIA (LOCAL)	Employee Welfare: Freedom from Discrimination, Harassment and Retaliation
DGBA (LEGAL and LOCAL)	Personnel-Management Relations: Employee complaints/Grievances
FFG (LEGAL)	Student Welfare: Child Abuse and Neglect
FFG (EXHIBIT)	Student Welfare: Child Abuse and Neglect
FFH (LOCAL)	Student Welfare: Freedom from Discrimination, Harassment and Retaliation
FFI (LOCAL)	Student Welfare: Freedom from Bullying
FN (LOCAL)	Student Rights and Responsibilities – required for Teachers and Administrators
FNC (LEGAL)	Student Rights and Responsibilities: Student Conduct
FO (LOCAL)	Student Discipline – required for Teachers and Administrators
GRA (LEGAL and LOCAL)	Relations with Governmental Entities – State and Local

Electronic access is accessible at [Crowley ISD Policy On Line](#).

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

If you have any questions regarding these Board policies or accessing thereof please direct those questions to Chris Waltmire, Secretary to the Chief of Policy and Governance, at 817-297-5246.