



# **Carroll Independent School District**

## **EMPLOYEE HANDBOOK**

If you have difficulty accessing the information in this document because of a disability, please email [Jessica.Segura@southlakecarroll.edu](mailto:Jessica.Segura@southlakecarroll.edu).

# INTRODUCTION

This Employee Handbook is intended to serve as a resource for information on Carroll ISD policies, procedures, benefits, and programs. Not all district policies and procedures are included, and specific policy references are provided as a resource only. The CISD Board Policy Manual, available on the CISD website, contains further details of these and other District policies. Suggestions for additions and improvements to this handbook are welcome and may be sent to Lauren Wurman at [Lauren.Wurman@southlakecarroll.edu](mailto:Lauren.Wurman@southlakecarroll.edu).

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 non-contract 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 may change during the school year; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at [www.southlakecarroll.edu](http://www.southlakecarroll.edu)

**CARROLL INDEPENDENT SCHOOL DISTRICT**  
**Southlake, Texas**  
**EMPLOYEE HANDBOOK RECEIPT**

**PLEASE PRINT**

Name \_\_\_\_\_

Campus/Department \_\_\_\_\_ Current Position \_\_\_\_\_

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

Employees will receive the handbook through Frontline Central.

If you would like to receive a printed copy of the handbook, please contact Jessica Segura at [Jessica.Segura@southlakecarroll.edu](mailto:Jessica.Segura@southlakecarroll.edu).

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

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

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# TABLE OF CONTENTS

<b>SECTION</b>	<b>PAGE</b>
<b>Introduction</b>	<b>2</b>
<b>Employee Handbook Receipt</b>	<b>3</b>
<b>District Information</b>	<b>7</b>
Description of the District	7
Vision	7
Mission Statement	7
Public Education Goals and Objectives	7
Board of Trustees	8
Superintendent's Cabinet	10
CISD Administrative Contacts	10
Schools	12
<b>Employment</b>	<b>14</b>
Equal Opportunity Employment	14
Job Vacancy Announcements	14
Contract and Noncontract Employment	15
Certification and Licenses	15
Recertification of Employment Authorization	16
Searches and Alcohol and Drug Testing	16
Health Safety Training	17
Reassignments and Transfers	17
Workload and Work Schedules	17
Breaks for Expression of Breast Milk	18
Notification of Parents Regarding Qualifications	18
Outside Employment and Tutoring	18
Performance Evaluation	19
Employee Involvement	19
Staff Development	19
<b>Compensation and Benefits</b>	<b>20</b>
Salaries, Wages, and Stipends	20
Paychecks	20
Bi-Weekly Payroll Dates	21
Automatic Payroll Deposit	22
Payroll Deductions	22
Overtime Compensation	22
Travel Expense Reimbursement	23
Health, Dental, and Life Insurance	23
Supplemental Insurance Benefits	23

Cafeteria Plan Benefits (Section 125)	24
Workers' Compensation Insurance	24
Unemployment Compensation Insurance	24
Teacher Retirement	24
<b>Leaves and Absences</b>	<b>25</b>
Personal Leave	26
State Sick Leave	27
Local Leave	27
Sick Leave Bank	27
Family and Medical Leave Act	28
Local Family and Medical Leave Provisions	29
Temporary Disability	30
Workers' Compensation Benefits	31
Assault Leave	31
Jury Duty	32
Compliance with a Subpoena	32
Truancy Court Appearances	32
Religious Observance	32
Military Leave	32
<b>Employee Relations and Communications</b>	<b>33</b>
Employee Recognition and Appreciation	33
District Communications	33
<b>Complaints and Grievances</b>	<b>33</b>
<b>Employee Conduct and Welfare</b>	<b>34</b>
Standards of Conduct	34
Discrimination, Harassment & Retaliation	37
Harassment of Students	38
Reporting Suspected Child Abuse	39
Sexual Abuse and Maltreatment of Children	40
Reporting Crime	40
Scope and Sequence	41
Technology Resources	41
Personal Use of Electronic Communications	41
Communications between Employees, Students, & Parents	43
Public Information on Private Devices	46
Criminal History Background Checks	46
Employee Arrests and Convictions	46
Alcohol and Drug-Abuse Prevention	47
Tobacco Products and E-Cigarette Use	47
Fraud and Financial Impropriety	47
Conflict of Interest	48
Gifts and Favors	48

Copyrighted Materials	48
Associations and Political Activities	48
Charitable Contributions	49
Safety	49
Possession of Firearms and Weapons	50
Visitors in the Workplace	50
Asbestos Management Plan	50
Pest Control Treatment	50
Recordings	50
<b>General Procedures</b>	<b>51</b>
Emergency School Closing	51
Emergencies	51
Purchasing Procedures	51
Name and Address Changes	51
Personnel Records	52
Facility Use	52
<b>Termination of Employment</b>	<b>52</b>
Resignations	52
Dismissal or Nonrenewal of Contract Employees	53
Dismissal of Non-Contract Employees	53
Discharge of Convicted Employees	54
Encouraging or Coercing	54
Exit Interview and Procedures	54
Reports to Texas Education Agency	54
Reports Concerning Court-Ordered Withholding	55
<b>Student Issues</b>	<b>55</b>
Equal Educational Opportunities	55
Student Records	56
Parent and Student Complaints	56
Administering Medication to Students	56
Dietary Supplements	56
Psychotropic Drugs	57
Student Conduct & Discipline	57
Student Attendance	57
Bullying	57
Hazing	57
K-8 Calendar	58
A/B School Calendar Grades 9-12	59

## DISTRICT INFORMATION

### Description of the District

Carroll ISD is a K-12 public school system located in the heart of the Dallas-Fort Worth Metroplex. The 21-square-mile district consists of 11 schools serving approximately 8,500 students and over 1,100 employees.

### As Dragons, We Value. . .

Excellence • Integrity & Character • Respectful Relationships • Curiosity & Innovation  
Honest Communication • Service

### Vision

“Empowering all Dragons to achieve excellence.”

### Mission Statement

*Policy AE*

The mission of the Carroll Independent School District is:

“Carroll ISD educates and inspires every Dragon through a tradition of excellence and innovation in academics, character, and service for life-long success.”

### Public Education Goals and Objectives

- Objective 1: Parents will be full partners with educators in the education of their children.
- Objective 2: Students will be encouraged and challenged to meet their full educational potential.
- Objective 3: Through enhanced dropout prevention efforts, all students will remain in school until they obtain a high school diploma.
- Objective 4: A well-balanced and appropriate curriculum will be provided to all students. Through that curriculum, students will be prepared to succeed in a variety of postsecondary activities, including employment and enrollment in institutions of higher education.
- Objective 5: Educators shall cultivate in students an informed American patriotism and lead students in a close study of the founding documents of the United States and Texas. The purpose of this objective is to:
  - (1) Increase students’ knowledge of the deepest and noblest purposes of the United States and Texas;
  - (2) Enhance students’ intellectual independence so that students may become thoughtful, informed citizens who have an appreciation for the fundamental democratic principles of our state and national heritage; and
  - (3) Guide students toward understanding and productively functioning in a free enterprise society.
- Objective 6: Qualified and highly effective personnel will be recruited, developed, and retained.

- Objective 7: The state's students will demonstrate exemplary performance in comparison to national and international standards.
- Objective 8: School campuses will maintain a safe and disciplined environment conducive to student learning.
- Objective 9: Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improve student learning.
- Objective 10: Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.
- Objective 11: The State Board of Education, the agency, and the commissioner shall assist school districts and charter schools in providing career and technology education to students.

The academic goals of public education are to serve as a foundation for a well-balanced and appropriate education. The students in the public education system will demonstrate exemplary performance in:

- Goal 1: The reading and writing of the English language.
- Goal 2: The understanding of mathematics.
- Goal 3: The understanding of science.
- Goal 4: The understanding of social studies.

Education Code 4.001, 4.002

## **Board of Trustees**

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

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

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

The Board usually meets the first and third Monday evenings at 5:00 p.m. at the Carroll ISD Administration Building, 2400 N. Carroll Ave, Southlake, Texas. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Carroll ISD Administration Building, 2400 N. Carroll Ave, Southlake, Texas and on the website, [www.southlakecarroll.edu](http://www.southlakecarroll.edu), at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.



All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into a closed session or executive 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 to consult with attorneys regarding pending litigation.

### **Current Board members include:**

<b>Place 1</b>	Michelle Moore 2400 N. Carroll Ave. Southlake, Texas 76092 817-949-8216 Michelle.Moore@southlakecarroll.edu	<b>Place 5</b>	Hannah Smith, Vice President 2400 N. Carroll Ave. Southlake, Texas 76092 817-949-8216 Hannah.Smith@southlakecarroll.edu
<b>Place 2</b>	Eric Lannen 2400 N. Carroll Ave. Southlake, Texas 76092 817-949-8216 Eric.Lannen@southlakecarroll.edu	<b>Place 6</b>	Alex Sexton 2400 N. Carroll Ave. Southlake, Texas 76092 817-949-8216 Alex.Sexton@southlakecarroll.edu
<b>Place 3</b>	Sheri Mills 2400 N. Carroll Ave. Southlake, Texas 76092 817-949-8216 Sheri.Mills@southlakecarroll.edu	<b>Place 7</b>	Andrew Yeager, Secretary 2400 N. Carroll Ave. Southlake, Texas 76092 817-949-8216 Andrew.Yeager@southlakecarroll.edu
<b>Place 4</b>	Cam Bryan, President 2400 N. Carroll Ave. Southlake, Texas 76092 817-949-8216 Cameron.Bryan@southlakecarroll.edu		

### **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.

## **Superintendent's Cabinet**

### **Superintendent**

Lane Ledbetter, Ed.D.  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-8216  
Fax: 817-949-8228

### **Deputy Superintendent**

Courtney Carpenter, Ed.D.  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-8255  
Fax: 817-949-8256

### **Asst. Supt. for Financial Services**

David Johnson  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-8272  
Fax: 817-949-8277

### **Asst. Supt. of Operations**

Matt Miller  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-8210  
Fax: 817-949-8229

## **CISD Administrative Contacts**

### **Executive Director of Athletics**

Steve Keasler  
2400 N. Carroll Ave  
Southlake, TX 76092  
Phone: 817-949-8300  
Fax: 817-949-8313

### **Assistant Director of Athletics**

Jenny Sutor  
2400 N. Carroll Ave  
Southlake, TX 76092  
Phone: 817-949-8300  
Fax: 817-949-8313

### **Executive Director of Curriculum & Instruction, Advanced Academics, GT, Library Services & LOTE**

Gina Peddy  
2400 N. Carroll Ave.  
Southlake, TX 76092  
Phone: 817-949-7070  
Fax: 817-949-7077

### **Director of Accountability, Assessment, & PEIMS**

Leslie Russell  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-7050  
Fax: 817-949-7077

### **Coordinator for Secondary Math, Science & Fine Arts**

Wendy Howe  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-7070  
Fax: 817-949-7077

### **Coordinator for Elementary English Language Arts, Social Studies, & CARE Reading**

Angela Hammond  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-7061  
Fax: 817-949-7077

**Coordinator for Secondary English Language Arts, Reading & Social Studies, Physical Education & Health**

Vacant

2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-7061  
Fax: 817-949-7077

**Executive Director of Finance**

Laurie Grissom  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-8272  
Fax: 817-949-8277

**Executive Director of Human Resources**

Lauren Wurman, pHCLE  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-8218  
Fax: 817-949-8229

**Executive Director of Special Programs**

Stacie Bonner, M.Ed.  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-7050  
Fax: 817-949-7079

**Coordinator of Specialized Assessment & Compliance**

Marie Palma, M.Ed.  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-7050  
Fax: 817-949-7079

**Coordinator of Federal Programs**

Allison Fike, M.Ed.  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-7050  
Fax: 817-949-7079

**Coordinator for Elementary Math & Science**

Lindsey Garcia  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-7070  
Fax: 817-949-7077

**Coordinator of Purchasing & Risk Management**

Alysia Campbell  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-8272  
Fax: 817-949-8277

**Human Resources Coordinator**

Jaclyn Hemmila  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-8213  
Fax: 817-949-8229

**Coordinator of Specialized Curriculum & Instruction**

Aaron Heil, M.Ed.  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-7050  
Fax: 817-949-7079

**Coordinator of Special Education Behavior Support**

Jillian Esser, MA, BCBA, LBA  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-7050  
Fax: 817-949-7079

**District Coordinator of Counseling**

Tammy Pulse  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-8255  
Fax: 817-949-8256

**Executive Director of Technology**

Randy Stuart  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-7061  
Fax: 817-949-8262

**Coordinator of Technology Svcs**

Patty Kelleher  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-7061  
Fax: 817-949-8262

**Director of Facility Services**

Bob Carabajal  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-8245  
Fax: 817-949-8284

**Director of Child Nutrition Services**

Dana Dodge  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-8240  
Fax: 817-949-8242

**Director of Infrastructure**

John Salazar  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-7061  
Fax: 817-949-8262

**Coordinator of Instructional Technology**

Stacey Gillis  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-7061  
Fax: 817-949-8262

**Assistant Director of Facility Services**

Vacant  
2400 N. Carroll Ave.  
Southlake, Texas 76092  
Phone: 817-949-8245  
Fax: 817-949-8284

**Director of Transportation**

Jason Gillis  
1075 S. Kimball Ave  
Southlake, Texas 76092  
Phone: 817-949-8333  
Fax: 817-949-8338

**Schools****Carroll Senior High School**

1501 W. Southlake Blvd.  
Southlake, TX 76092  
Phone: 817-949-5800  
Fax: 817-949-5858  
Principal: Ryan Wilson  
Asst. Principal: Paul Pinson  
Asst. Principal: Sonia Hackley

**Carroll High School**

800 White Chapel Blvd  
Southlake, TX 76092  
Phone: 817-949-5600  
Fax: 817-949-5656  
Principal: Christina Benhoff  
Asst. Principal: Steven Silvia  
Asst. Principal: Jennifer Tellez

**Carroll Middle School**

1800 E. Kirkwood Blvd  
Southlake, TX 76092  
Phone: 817-949-5400  
Fax: 817-949-5454  
Principal: Shatina Lewis  
Asst. Principal: Charlie Liles  
Asst. Principal: Alexis Wellborn

**Don T. Durham Intermediate School**

801 Shady Oaks  
Southlake, TX 76092  
Phone: 817-949-5300  
Fax: 817-949-5353  
Principal: Whitney Wheeler  
Asst. Principal: Kim Ray  
Asst. Principal: Gary Sullivan

**Carroll Elementary School**

1705 W. Continental Avenue  
Southlake, TX 76092  
Phone: 817-949-4300  
Fax: 817-949-4343  
Principal: Stacy Wagon  
Asst. Principal: Meredith, Ed.D.

**Robert H. Rockenbaugh Elementary School**

301 Byron Nelson Parkway  
Southlake, TX 76092  
Phone: 817-949-4700  
Fax: 817-949-4747  
Principal: Janet Blackwell  
Asst. Principal: Haily May

**Walnut Grove Elementary School**

2520 N. White Chapel Blvd.  
Southlake, TX 76092  
Phone: 817-949-4400  
Fax: 817-949-4444  
Principal: Jim Calvin, Ed.D.  
Asst. Principal: Ashraf Mobh

**George Dawson Middle School**

400 S. Kimball Ave  
Southlake, TX 76092  
Phone: 817-949-5500  
Fax: 817-949-5555  
Principal: Nikki Leonard  
Asst. Principal: Jason Deardorff  
Asst. Principal: Brooke Teeter-Stocz

**Cleburne Eubanks Intermediate School**

500 S. Kimball Ave  
Southlake, TX 76092  
Phone: 817-949-5200  
Fax: 817-949-5252  
Principal: Katie Schuttler  
Asst. Principal: Philip Salyer

**Johnson Elementary School**

1301 N. Carroll Ave  
Southlake, TX 76092  
Phone: 817-949-4500  
Fax: 817-949-4545  
Principal: Patrick Holladay  
Asst. Principal: Nicole Williams

**Old Union Elementary School**

1050 S. Carroll Ave  
Southlake, TX 76092  
Phone: 817-949-4600  
Fax: 817-949-4646  
Principal: Jon Fike  
Asst. Principal: Reigan O'Quinn

# **EMPLOYMENT**

## **Equal Opportunity Employment**

*Policy DAA, DIA*

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

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

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

Lauren Wurman, Executive Director of Human Resources

2400 N. Carroll Avenue

Southlake, TX 76092

[Lauren.Wurman@southlakecarroll.edu](mailto:Lauren.Wurman@southlakecarroll.edu)

(817) 949-8218

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

The ADA/Section 504 coordinator for employees for concerns on the basis of a disability position is currently vacant. Please refer all questions and concerns regarding ADA/Section 504 to your immediate supervisor.

## **Job Vacancy Announcements**

*Policy DC*

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

## **Contract and Noncontract Employment**

*Policy DC Series*

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

**Probationary contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment or employees who move to a position requiring a new class of certification also may 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 schools for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three, one-year contracts) with an optional fourth school year if the Board determines it is doubtful whether a term contract should be given.

**Term contracts.** Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Campus principals and central office administrators may be employed under two-year contracts. Non-certified professional and administrative employees may be employed under two-year contracts. Some non-certified professionals and administration employees are not employed by contract. Employment policies can be accessed online or copies will be provided upon request.

**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.

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

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators), and are not included on the non-certified contract list that is approved by the Board, 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.

## **Certification and Licenses**

### *Policies DBA, 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 the Human Resources Department and update Eduphoria in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Executive Director of Human Resources when there is action against, or revocation of, their license.

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

## **Recertification of Employment Authorization**

### *Policy DC*

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

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

## **Searches and Alcohol and Drug Testing**

### *Policy CQ, DHE*

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

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

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse. Employees with questions or concerns relating to alcohol and drug testing policies and related educational materials should contact the Transportation Department.



## **Health Safety Training**

*Policy DBA, DMA*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Eduphoria within 30 days of completion.

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

## **Reassignments and Transfers**

*Policy DK*

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request in a timely fashion as defined annually. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources Department and must be approved by the receiving supervisor.

## **Workload and Work Schedules**

*Policy DEAB, DK, DL*

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

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

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

## **Breaks for Expression of Breast Milk**

*Policy DEAB, DG*

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

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

## **Notification to Parents Regarding Qualifications**

*Policy DK, DBA*

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive days to a teacher who does not hold an appropriate teaching certificate. 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. No later than the 30<sup>th</sup> instructional day after the date of assignment, the Superintendent or designee will send a written notice to parents. 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**

*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.

An employee shall disclose in writing to his or her immediate supervisor any private tutoring of district students for pay.

## **Performance Evaluation**

### *Policy DN Series*

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

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

## **Employee Involvement**

### *Policy BQA, BQB*

At both the campus and district levels, Carroll 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**

### *Policy DMA*

Staff development activities are organized to meet the needs of the 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

*Policy DEA, DEAA, DEAB*

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

All employees can review their pay in Skyward Employee Access. 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 their own pay.

## Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid every two weeks. The schedule of pay dates for the 2022-2023 school year follows:

Monthly Payroll Distribution Dates
Thursday, September 22, 2022
Friday, October 21, 2022
Friday, November 18, 2022
Friday, December 16, 2022
Friday, January 20, 2023
Wednesday, February 22, 2023
Wednesday, March 22, 2023
Friday, April 21, 2023
Monday, May 22, 2023
Thursday, June 22, 2023
Friday, July 21, 2023
Tuesday, August 22, 2023



**CARROLL ISD**  
**BI-WEEKLY PAYROLL DATES**  
**2022-2023**

<b>Payroll Deadlines</b> (cutoff date for changes / additions / deletions) (Monday)	<b>Pay Period</b> <b>Beginning</b> <b>Sunday</b>	<b>Pay Period</b> <b>Ending</b> <b>Saturday</b>	<b>Payroll Distribution</b> <b>Dates</b> <b>Friday</b>
08/29/2022	08/14/2022	08/27/2022	09/02/2022
09/12/2022	08/28/2022	09/10/2022	09/16/2022
09/26/2022	09/11/2022	09/24/2022	<b>09/30/2022*</b>
10/10/2022	09/25/2022	10/08/2022	10/14/2022
10/24/2022	10/09/2022	10/22/2022	10/28/2022
11/07/2022	10/23/2022	11/05/2022	11/11/2022
11/21/2022	11/06/2022	11/19/2022	11/25/2022
12/05/2022	11/20/2022	12/03/2022	12/09/2022
12/19/2022	12/04/2022	12/17/2022	12/23/2022
01/02/2023	12/18/2022	12/31/2022	01/06/2023
01/16/2023	01/01/2023	01/14/2023	01/20/2023
01/30/2023	01/15/2023	01/28/2023	02/03/2023
02/13/2023	01/29/2023	02/11/2023	02/17/2023
02/27/2023	02/12/2023	02/25/2023	03/03/2023
03/13/2023	02/26/2023	03/11/2023	03/17/2023
03/27/2023	03/12/2023	03/25/2023	<b>03/31/2023*</b>
04/10/2023	03/26/2023	04/08/2023	04/14/2023
04/24/2023	04/09/2023	04/22/2023	04/28/2023
05/08/2023	04/23/2023	05/06/2023	05/12/2023
05/22/2023	05/07/2023	05/20/2023	05/26/2023
06/05/2023	05/21/2023	06/03/2023	06/09/2023
06/19/2023	06/04/2023	06/17/2023	06/23/2023
07/03/2023	06/18/2023	07/01/2023	07/07/2023
07/17/2023	07/02/2023	07/15/2023	07/21/2023
07/31/2023	07/16/2023	07/29/2023	08/04/2023
08/14/2023	07/30/2023	08/12/2023	08/18/2023
<b>*3<sup>rd</sup> Bi-Weekly of the month – No Voluntary Deduction Withheld</b>			

## **Automatic Payroll Deposit**

All employees can have their paychecks electronically deposited into a designated account. A notification period of generally one week is necessary to activate this service. Contact the Payroll Department for more information about the automatic payroll deposit service.

## **Payroll deductions**

### *Policy CFEA*

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

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

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and accident, disability, legal services, cancer, and CISD preschool programs. In addition, you may include deductions for a health savings account, if you qualify for that. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

## **Overtime compensation**

### *Policies DEAB, DEC*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. 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 worked in excess of 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 37.5-hour work week. If a nonexempt employee works more hours than the defined work week up to 40 hours, straight compensatory time is earned. For hours worked greater than 40 hours in the same work week, time-and-a-half must be recorded. For the purpose of calculating overtime, the work week begins at 12:00 am on Sunday and ends at 11:59 pm on Saturday.

Nonexempt employees that are paid on a salary basis are paid for the hours set by the normal work schedule. Hours worked beyond the normal schedule up to 40 hours will be paid at a regular rate of pay.

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

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

## **Travel Expense Reimbursement**

### *Policy DEE*

Before any travel expenses are incurred by an employee, the employee's supervisor and the Finance Department must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage. Expenses for meals associated with authorized overnight travel not related to a state or federal grant shall be reimbursed at the prevailing District rate in accordance with administrative regulations or at the current IRS per diem rate, whichever is less. An employee may also submit actual receipts for meals; however, in no instance shall the actual reimbursement exceed the prevailing IRS per diem rate.

## **Health, Dental, and Life Insurance**

### *Policy CRD*

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

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

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

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g. marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the Payroll & Benefits Department for more information.

## **Supplemental Insurance Benefits**

### *Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs provided by the district. Premiums for these programs can be paid by payroll deduction. Employees should contact the Payroll & Benefits 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 reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., health, vision, cancer, dread disease and dental and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

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

## **Workers' Compensation Insurance**

### *Policy CRE*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from the Texas Association of School Boards, effective September 25, 2005. 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 your campus administrator or supervisor. The administrator or supervisor is responsible for reporting the injury with the appropriate documentation to the district workers' compensation contact located in the Financial Services Department. 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.

## **Unemployment Compensation Insurance**

### *Policy CRF*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. 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.

## **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 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.state.tx.us](http://www.trs.state.tx.us)).



# LEAVES AND ABSENCES

Policy DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five (5) consecutive days, should contact the Human Resources Department about information applicable to leave benefits, payment of insurance premiums and requirements for communicating with the district.

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

- Local Leave
- State Sick Leave
- State Personal Leave

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

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

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

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

**Medical Certification** Any employee who is absent more than five consecutive days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and – in the case of personal illness– the employee's fitness to return to work. Employees must follow District and Department or campus procedures to report or request any leave of absence and complete the appropriate leave request form.

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

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

**Continuation of Health Insurance** Employees, on an approved leave of absence other than family and medical leave, may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave.

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

## **Personal Leave**

State law entitles all employees up to five (5) days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of earned 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 transferrable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

**Nondiscretionary** Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advanced planning. Nondiscretionary leave may be used in the same manner as 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 notice of the request to his or her principal or supervisor as soon as possible. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

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

## **State Sick Leave**

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas.

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

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

## **Local Leave**

Professional and paraprofessional employees shall earn five (5) workdays of local leave per school year. A day of earned local leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. Auxiliary employees shall earn two (2) workdays of local leave per school year. Local leave is available for use at the beginning of each school year.

## **Vacation**

Eligible employees in positions requiring 12 months of service (July 1 – June 30) shall receive unpaid vacation days in accordance with their work calendar administrative regulations. Vacation and flex days for the preceding school year must be used before December 31 of the current school year. Exempt employees will forfeit remaining days. Non-Exempt employees may be directed to take time off prior to December 31 in order to avoid being compensated for their time. If an employee separates employment with Carroll ISD, any unused vacation or flex days will be forfeited.

## **Sick Leave Bank**

The Sick Leave Bank is available to professional and paraprofessional employees. The purpose of the Sick Leave Bank is to provide additional sick leave days to members of the bank in the event of his or her own catastrophic illness or injury. An individual becomes a member by a donation and in return is eligible to withdraw from the bank under the guidelines and rules of the bank. Copies of the Sick Leave Bank rules and guidelines are posted at [www.southlakecarroll.edu](http://www.southlakecarroll.edu).

## Family and Medical Leave (FML)—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 the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember'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 servicemember 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.

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 which 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](http://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 from July 1 through June 30.

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

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

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

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

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

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

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

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

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

When an employee is ready to return to work, the Superintendent or designee 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 do the job. 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.

The Board has chosen to extend the benefits of temporary disability to all other full-time employees.

### **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 (7) 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 the employee elects to discontinue use of paid leave to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

### **Assault Leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to an administrator or supervisor. 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 of that person's age or his or her mental capacity renders the person non-responsible for purposes of criminal liability.

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

## **Jury Duty**

### ***Policies DEC, DG***

The district provides paid leave to employees who are summoned to jury duty, including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

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

## **Compliance with a Subpoena**

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

## **Truancy Court Appearances**

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

## **Religious Observance**

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

## **Military leave**

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

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



Employees returning to work following military leave should contact the Human Resources Department. In most cases, the length of federal military service cannot exceed five years.

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

## **EMPLOYEE RELATIONS AND COMMUNICATIONS**

### **Employee Recognition and Appreciation**

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at Board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include an end-of-year formal awards ceremony and the We Care program.

### **District Communications**

Throughout the school year, the Communications & Engagement Department publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

## **COMPLAINTS AND GRIEVANCES**

### *Policy DGBA*

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

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

[https://pol.tasb.org/Policy/Download/1113?filename=DGBA\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/1113?filename=DGBA(LOCAL).pdf)

# EMPLOYEE CONDUCT AND WELFARE

## Standards of Conduct

### *Policy DH*

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- 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.
- Abstain from disparaging, criticizing, or defaming the District, and its employees or officials to the media.

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

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

### ***Texas Educators' Code of Ethics***

#### **Purpose and Scope**

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

## Enforceable Standards

### 1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

## **2. Ethical Conduct toward Professional Colleagues**

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

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

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

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

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

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

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

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

## **3. Ethical Conduct toward Students**

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

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

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

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

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

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

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

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

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

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

## **Discrimination, Harassment and Retaliation**

### *Policy DH, DIA*

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

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment and retaliation is available online at:

[https://pol.tasb.org/Policy/Download/1113?filename=DIA\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/1113?filename=DIA(LOCAL).pdf)

## **Harassment of Students**

*Policies DH, DHB, FFG, FFH, FFI*

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

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or an adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 40, and *Bullying*, page 57, for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students are shared below:

"Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
  - a. The nature of the communications;
  - b. The timing of the communications;
  - c. The extent of the communications;
  - d. Whether the communications were made openly or secretly;
  - e. The extent that the educator attempts to conceal the communications;

- f. If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and
  - g. Any other evidence tending to show the context of the communications between educator and student.
2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
  3. Making sexually demeaning comments to a student.
  4. Making comments about a student's potential sexual performance.
  5. Requesting details of a student's sexual history.
  6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
  7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
  8. Inappropriate hugging, kissing, or excessive touching.
  9. Providing the student with drugs or alcohol.
  10. Violating written directives from school administrators regarding the educator's behavior toward a student.
  11. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
  12. Any other acts tending to show that the educator solicited a romantic relationship with the student.

*19 TAC 249.3(51)*

*Policy FFH (LOCAL) which addresses Student Freedom from Discrimination, Harassment, and Retaliation can be found here:*

[https://pol.tasb.org/Policy/Download/1113?filename=FFH\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/1113?filename=FFH(LOCAL).pdf)

## **Reporting Suspected Child Abuse**

*Policies DG, FFG, GRA*

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

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

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

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

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

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

**Reporting the concern to the principal does not relieve the employee of the requirement to report 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 at <https://www.southlakecarroll.edu/Domain/36>. 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 has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect. Following the procedures described above in *Reporting Suspected Child Abuse*. Information concerning this can also be found in the District Improvement Plan under the Staff & Student Services Department.

## **Reporting Crime** *Policy DG*

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



## **Scope & Sequence**

### ***Policy DG***

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

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

## **Technology Resources**

### ***Policy CQ***

The district's technology resources, including its networks, computer systems, 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 transmissions and other use of 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 Policy 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.

## **Personal Use of Electronic Communications**

### ***Policy CQ, DH***

Electronic communications include 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 websites (e.g. YouTube), editorial comments posted on the Internet, and social network sites (e.g. Facebook, Twitter, LinkedIn, Instagram). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.

## **Professional Internet Postings/Electronic Media**

Professional Internet Postings/Electronic Media sites that are school-based should be designed to address reasonable instructional, education or extra-curricular program matters.

Employees are required to obtain their supervisor's approval before setting up a professional social media presence. Guidance may also be obtained in conjunction with the district's Communications & Engagement Department, Technology Services, and/or Policy & Student Services.

The district reserves the right to remove, disable, and provide feedback regarding professional social media sites that do not adhere to district policy or standards of operation. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

The following guidelines will apply for any employee who uses electronic media for **professional purposes**:

1. Professional sites should include language identifying the sites as professional social media sites of the district or campus.
2. Employees should exercise caution, sound judgment, and common sense when using professional social media sites. The district will regularly monitor professional social media sites to protect the school community.
3. When establishing professional social media sites, supervisors and employees should consider the intended audience for the site and consider the level of privacy assigned to the site, specifically, whether the site should be a private network or a public network.
4. Employees who have the approval of their supervisor to establish and maintain professional internet postings/electronic media for school or work-related content, may use the trademarked Dragon logo on the professional site.
5. The employee is subject to applicable state and federal laws, local policies, administrative regulations and the Code of Ethics and Standard Practices for Texas Educators when communicating regarding professional, work-related 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).
6. Any media inquiries received via professional social media sites should be referred to the district's Communications & Engagement Department in compliance with the district's Media Guidelines.

### **Personal Internet Postings/Electronic Communications**

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 personal 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.

The following guidelines will apply for any employee who uses electronic communications for **personal purposes**:

1. The employee's use of electronic media for personal purposes should impose no tangible cost on the District; should not unduly burden the District's technology resources; and should have no adverse effect on an employee's job performance or on a student's academic performance.
2. If an Internet posting makes it clear that the author works for the District, it should include a simple and visible disclaimer such as, "these are my personal views and not those of the District." When posting your point of view, you should neither claim nor imply you are speaking on the District's behalf, unless you are authorized in writing by the Superintendent or his designee.
3. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records (See Policy FL)
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law (See DH EXHIBIT)
  - Confidentiality of district records, including educator evaluations and private 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 DH EXHIBIT).
4. The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
5. The employee should not "tag" photos of other district employees, volunteers, contractors or vendors without the prior permission of the individuals being tagged.

See *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

## **Electronic Communications Between Employees, Students, and Parents**

### ***Policy DH***

A certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district about matters within the scope of the employees's professional responsibilities. The employee must comply with the provisions outlined below. Electronic communications between 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 following definitions apply for the use of electronic media with students:

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

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

- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is encouraged to create a separate, professional social network page for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records (See Policies CPC and FL)

- Copyright law (Policy CY)
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student (See Policy DH)
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use district-approved accounts for all electronic communications with parents. Communication about school issues through unapproved accounts are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- 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.

As outlined in the **Texas Educators' Code of Ethics**, employees shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, e-mail, 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:

- a. The nature, purpose, timing, and amount of the communication;
- b. The subject matter of the communication;
- c. Whether the communication was made openly or the educator attempted to conceal the communication;
- d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- e. Whether the communication was sexually explicit; and
- f. 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.

## **Public Information on Private Devices**

*Policy DH, GB*

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

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

## **Criminal History Background Checks**

*Policy DBAA*

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

## **Employee Arrests and Convictions**

*Policy DH*

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

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

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

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

## **Alcohol and Drug-Abuse Prevention**

### *Policy DH*

Carroll 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 is available online at:

[https://pol.tasb.org/Policy/Download/1113?filename=DH\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/1113?filename=DH(LOCAL).pdf)

## **Tobacco Products and E-cigarette Use**

### *Policies DH, FNCD, GKA*

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

## **Fraud and Financial Impropriety**

### *Policies CAA*

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include, but are not 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 propriety information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

## **Conflict of Interest**

### *Policy CB, DBD*

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

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

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest in or that is sold by a company that employs or retains the District employee during non-school hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

An employee shall not use his or her position with the District to attempt to sell products or services.

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

### *Policy DBD*

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

## **Copyrighted Materials**

### *Policy CY*

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

## **Associations and Political Activities**

### *Policy DGA*

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



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

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

## **Charitable Contributions**

### *Policy DG*

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

## **Safety**

### *Policy CK series*

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

- Wear an ID/employment badge at all times when on any school property.
- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

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

Employees with questions or concerns relating to safety programs and issues can contact the Executive Director of Policy & Student Services.

## **Possession of Firearms and Weapons**

*Policies DH, FNCG, GKA*

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

## **Visitors in the Workplace**

*Policy GKC*

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

## **Asbestos Management Plan**

*Policy CKA*

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

## **Pest Control Treatment**

*Policies CLB, DI*

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the common areas of the building being treated. 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.

## **Recordings**

*Policy DH*

No employee may make an unauthorized audio or visual recording of a conversation or meeting pertaining to district business unless the employee making the recording notifies all participants in the conversation or meeting of the recording. An employee making an authorized recording shall ensure that the recording device is located in plain view for the duration of the conversation or meeting. Secret recordings shall be prohibited.

# **GENERAL PROCEDURES**

## **Emergency School Closing**

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

KRLD 1080 – Radio Station  
WBAP 820 – Radio Station  
KXAS TV – Channel 5  
WFAA TV – Channel 8  
KTVT TV – Channel 11  
KDFW TV – Channel 4

The employees and parents will be called by a telephone notification system and bad weather closing announcements will also be placed on the district's website at [www.southlakecarroll.edu](http://www.southlakecarroll.edu).

## **Emergencies**

*Policy CKC, CKD*

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

## **Purchasing Procedures**

*Policy CH*

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

## **Name and Address Changes**

It is important that employment records be kept up to date. Employees must notify the Human Resources Department if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained through Frontline Central.

## **Personnel Records**

*Policy GBA, DBA*

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

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

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

## **Facility Use**

*Policy DGA, GKD*

Employees who wish to use district facilities after school hours must follow established procedures. Procedures are available online at:

<https://www.carrollisd.portal.rschoolday.com/>

## **TERMINATION OF EMPLOYMENT**

### **Resignations**

*Policy DFE, DHB*

**Contract employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Superintendent. Supervisors who have not been designed by the board to accept resignations shall instruct the employee to submit the resignation to the Superintendent.

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

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

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

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

## **Dismissal or Nonrenewal of Contract Employees**

*Policy DF Series, DHB*

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

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

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

## **Dismissal of Noncontract Employees**

*Policies DCD, DP*

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, or 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 policy DGBA(LOCAL) for further information on filing a grievance.

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

## **Discharge of Convicted Employees**

### *Policy DF*

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

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

## **Encouraging or Coercing**

### *Policy DF*

Under Texas Education Code § 26.008(b) an attempt by any district employee to encourage or coerce a child to withhold information from the child's parent is grounds for discharge or suspension under sections 21.104 and 21.211 of the Education Code.

## **Exit Interviews and Procedures**

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

## **Reports to Texas Education Agency**

### *Policies DF, DHB, DHC*

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

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

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

**Noncertified Employees.** The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

## **Reports Concerning Court-Ordered Withholding**

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

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

## **STUDENT ISSUES**

### **Equal Educational Opportunities**

*Policy FB, FFH*

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

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

Lauren Wurman, Executive Director of Human Resources

2400 N. Carroll Ave

Southlake, TX 76092

[Lauren.Wurman@southlakecarroll.edu](mailto:Lauren.Wurman@southlakecarroll.edu)

(817) 949-8218

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

Stacie Bonner, Executive Director of Special Programs

2400 N. Carroll Ave

Southlake, TX 76092

(817) 949-7050

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

## **Student Records**

### *Policy FL*

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

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

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

## **Parent and Student Complaints**

### *Policy FNG*

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

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

## **Administering Medication to Students**

### *Policy FFAC*

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

## **Dietary Supplements**

### *Policies DH, FFAC*

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



## **Psychotropic Drugs**

### *Policy FFAC*

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

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

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

## **Student Conduct and Discipline**

### *Policies in the FN series and FO series*

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

## **Student Attendance**

### *Policy FEB*

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school must provide documentation to the campus. Contact the campus principal for additional information.

## **Bullying**

### *Policy FFI*

Bullying is defined by TEC §37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to the principal or district administrator. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is available online at:

[https://pol.tasb.org/Policy/Download/1113?filename=FFI\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/1113?filename=FFI(LOCAL).pdf)

## **Hazing**

### *Policy FNCC*

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



# CARROLL INDEPENDENT SCHOOL DISTRICT

## 2022-2023 CALENDAR - GRADES K-8

EXCELLENCE « INTEGRITY & CHARACTER « RESPECTFUL RELATIONSHIPS « CURIOSITY & INNOVATION « HONEST COMMUNICATION « SERVICE

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	TWD	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	TWD	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	TWD/G	27
28	29	30	31			

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### KEY DATES

First Day of School - August 15  
Last Day of School - May 25  
Graduation - May 26

### K-12 GRADING PERIODS

August 15 - October 14  
October 17 - December 16  
January 4 - March 10  
March 20 - May 25

### EVERY MINUTE MATTERS:

PreK Times 7:30 a.m. - 2:50 p.m.  
K-4 Times 7:40 a.m. - 3:00 p.m.  
5-8 Times 8:25 a.m. - 3:45 p.m.  
9-12 Times 8:00 a.m. - 3:21 p.m.

CISD Administration Center  
2400 North Carroll Avenue  
Southlake, TX 76092

817-949-8222 - (FAX) 817-949-7088  
Dr. Lane Ledbetter, Superintendent  
www.southlakecarroll.edu

	NEW TEACHER ORIENTATION
	PD-PROFESSIONAL DEVELOPMENT (No School for Students)
TWD	TWD-TEACHER WORKDAY (No School for Students)
	STAFF FLEX DAYS (No School for Students)
	SCHOOL CLOSED
	EARLY RELEASE DAYS GRADES 5-12
	EARLY RELEASE DAYS PRE-K - GRADE 4
	FINAL EXAMS GRADES 7-12
	BAD WEATHER DAYS
[ ]	END OF/BEGINNING OF GRADING PERIOD

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817.312.7100

**ENGEL & VÖLKERS**

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# CARROLL INDEPENDENT SCHOOL DISTRICT

## 2022-2023 A/B CALENDAR - GRADES 9-12

EXCELLENCE « INTEGRITY & CHARACTER « RESPECTFUL RELATIONSHIPS « CURIOSITY & INNOVATION « HONEST COMMUNICATION « SERVICE

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	TWD	13
14	A15	B16	A17	B18	A19	20
21	B22	A23	B24	A25	B26	27
28	A29	B30	A31			

September						
Su	Mo	Tu	We	Th	Fr	Sa
				B 1	A 2	3
4	5	B 6	A 7	B 8	A 9	10
11	B12	A13	B14	A15	B16	17
18	A19	B20	A21	B22	A23	24
25	B26	A27	B28	A29	B30	

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	A 3	B 4	A 5	B 6	7	8
9	10	11	A12	B13	A14	15
16	B17	A18	B19	A20	B21	22
23	A24	B25	A26	B27	A28	29
30	B31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		A 1	B 2	A 3	B 4	5
6	A 7	B 8	A 9	B10	A11	12
13	B14	A15	B16	A17	B18	19
20	21	22	23	24	25	26
27	A28	B29	A30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
				B 1	A 2	3
4	B 5	A 6	B 7	A 8	B 9	10
11	A12	B13	A14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	TWD	A 4	B 5	A 6	7
8	B 9	A10	B11	A12	B13	14
15	16	A17	B18	A19	B20	21
22	A23	B24	A25	B26	A27	28
29	B30	A31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			B 1	A 2	B 3	4
5	A 6	B 7	A 8	B 9	A10	11
12	B13	A14	B15	A16	17	18
19	20	B21	A22	B23	A24	25
26	B27	A28				

March						
Su	Mo	Tu	We	Th	Fr	Sa
			B 1	A 2	B 3	4
5	A 6	B 7	A 8	B 9	A10	11
12	13	14	15	16	17	18
19	B20	A21	B22	A23	B24	25
26	A27	B28	A29	B30	A31	

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	B 3	A 4	B 5	A 6	7	8
9	10	B11	A12	B13	A14	15
16	B17	A18	B19	A20	B21	22
23	A24	B25	A26	B27	A28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	B 1	A 2	B 3	A 4	B 5	6
7	A 8	B 9	A10	B11	A12	13
14	B15	A16	B17	A18	B19	20
21	A22	B23	24	25	TWD/G	27
28	29	30	31			

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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July						
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