

CRANDALL

Independent School District



2009-2010
Employee Handbook

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Introduction

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

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed on line at the following website:
www.tasb.org/policy/pol/private/129901/.

Employee handbook receipt

Name _____

Campus/department _____

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

Employees have the option of receiving the handbook in electronic format or hard copy.

The 2009-2010 Employee Handbook can be accessed on the Crandall ISD website at www.crandall-isd.net under the link for Staff.

Please indicate your choice by checking the appropriate box below:

I choose to receive the employee handbook in electronic format and accept responsibility for accessing according to the instructions provided.

I choose to receive a hard copy of the employee handbook.

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

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

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

Signature

Date

Note: You have been given two copies of this form. Please sign and date one and keep it. Sign and date the other copy and forward it to your principal or supervisor.

District information

Description of the district

Crandall Independent School District (CISD) is a growing rural school district located 23 miles southeast of Dallas along Highway 175. It includes 84.9 square miles and more than 2,500 students and over 250 employees. CISD is fully accredited (PK – 12) by the Texas Education Agency and the Southern Association of Colleges and Universities.

CISD recently celebrated “100 years of excellence.” According to the deed of records which was filed on February 18, 1901, “Twenty resident citizens of the village of Crandall requested an election for the purpose of incorporating for free school purpose as provided by law.” The election was held on March 9, 1901. The citizens also voted at the same time to “levy a tax of 0.25 cents on \$100 to raise money so the district might float bonds to build a good school building.” The building was completed in 1903 at a cost of \$9,000. The school had four departments and five teachers with an enrollment of about “225 scholars.”

Educational Philosophy/Mission statement

Policy AE

In cooperation with parents, business leaders, and community members, the District shall provide a quality education for all students in a way that:

1. Provides a diversified curriculum involving problem-solving and technological advances to maximize learning opportunities.
2. Develops students' self-esteem, individual motivation, and personal responsibility/accountability.
3. Encourages a positive environment.

The desired outcome is one in which every student shall be equipped for life-long learning, responsible citizenship, and productive employment in an ever-changing society.

District Goals

Policies AB and AF

The Board shall attempt to meet its goals through the following means:

- | | |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STUDENT
ACHIEVEMENT | 1. The District shall emphasize individual achievement by providing varied learning opportunities to facilitate student success. |
| CURRICULUM | 2. A well-balanced curriculum involving collaboration, problem-solving, and technological integrations shall be provided for all students. |
| TECHNOLOGY | 3. Students shall be empowered to maximize learning, productivity, and performance through increased access to information and the use of emerging technologies. |
| COMMUNICATION | 4. Teachers, administrators, parents, business leaders, and community members shall work together to develop and maintain communication to optimize student success. |
| TEAMWORK GOAL | 5. All District employees shall work as a team to coordinate programs to promote student success and effective learning opportunities that encourage students to meet their full potential. |
| CLIMATE | 6. The District shall provide a safe, positive learning environment for all students. |
| PARENT AND
COMMUNITY
INVOLVEMENT | 7. A partnership of District staff, parents, business leaders, and community members shall create opportunities to improve education in the District. |
| FACILITIES | 8. The District shall develop a comprehensive facilities plan to address both immediate and long-range planning. |

Board of trustees

Policies BA, BB, BD, and BE series

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

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

Current board members include:

President: Tex York	Member: Jim Gray
Vice-President: Robby Simons	Member: Omega Hawkins
Secretary: Jimbo Newton	Member: Rick Harrell
	Member: Robyn Foster

The board usually meets the third Monday of every month at 7:00 p.m. at the L.F. Raynes Education Center. Occasionally, the board will meet in the Community Center. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the District Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

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.

School directory

Martin Elementary School **972-427-8130**

(mailing) P.O. Box 160
(physical) 11601 W. Highway 175
Crandall, TX 75114

Walker Elementary School **972-427-6030**

(mailing) P.O. Box 888
Crandall, TX 75114
(physical) 4060 Abbey Road
Heartland, TX 75126

Wilson Elementary School **972-427-8110**

(mailing) P.O. Box 430
(physical) 300 S. Meadowcreek
Crandall, TX 75114

Crandall Middle School **972-427-8080**

(mailing) P.O. Box 490
(physical) 500 W. Lewis
Crandall, TX 75114

Crandall High School **972-427-8030**

(mailing) P.O. Box 520
(physical) 13385 FM 3039
Crandall, TX 75114

Crandall Alternative Center **972-427-8100**

(mailing) P.O. Box 400
(physical) 400 W. Lewis
Crandall, TX 75114

Central Office **972-427-8002**

(mailing) P.O. Box 128
(physical) 300 W. Lewis
Crandall, TX 75114

Administration and District Directory

Superintendent	Larry Watson, Ed.D.	972-427-8004
Assistant Superintendent of Human Resources	Sharon Long, Ed.D.	972-427-8002
Assistant Superintendent of Curriculum & Instruction	Pamela Crites	972-427-8024
Chief Financial Officer	John Chase	972-427-8010
Director of Media and Technology	Janice Dowlearn	972-427-8173
Director of Maintenance and Transportation	Alan Lovell	972-427-8235
Director of Transportation	Scott Stewart	972-427-8235
Community Education and Public Information Coordinator	Kristin Reznicek	972-427-8020
Director of Athletics	Brian Barnett	972-427-8218
Director of Bands	John Nutt	972-427-8221
Director of Food Service	Alice Perdue	972-427-8142
Coordinator of Special Education	Laura Marsh	972-427-8180
Instructional Specialist	Kristie Black	972-427-8124
Instructional Technology Specialist	Toni Sanders	972-427-8058
High School Principal	David Greer	972-427-8210
High School Assistant Principal	Tom Close	972-427-8030
High School Assistant Principal	Amy Barber	972-427-8030
Middle School Principal	Gail Barnes	972-427-8033
Middle School Assistant Principal	Philip Black	972-427-8033
Middle School Assistant Principal	Yolanda Fischetti	972-427-8033
Martin Elementary School Principal	Dennis Eastep	972-427-8149
Walker Elementary School Principal	Jeannia Dykman	972-427-6030
Walker Elementary School Assistant Principal	Susan Elzner	972-427-6030
Wilson Elementary School Principal	Ginger Sikes	972-427-8110
Wilson/Martin Elementary School Assistant Principal	Debi Anthony	972-427-8110
Alternative School Principal	Diane King	972-427-8100

Employment

Equal employment opportunity

Policies DAA, DIA

The Crandall ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination on the basis of race, color, religion, sex, national origin, age, or military status should contact the superintendent or Dr. Sharon Long, the district's Title IX coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact Assistant Superintendent of Human Resources.

Job vacancy announcements

Policy DC

Announcements of job vacancies by position and location are distributed on a regular basis and posted at the central administration building, campus offices, and on the district's Web site.

Employment after retirement

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

Contract and noncontract employment

Policies DC, DCA, DCB, DCC, DCD, DCE

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

Probationary contracts. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment 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 education for at least five of the eight years

preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

Term and continuing contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract and employment policies.

Noncertified professional and administrative employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) may be employed by a one-year contract that is not subject to the procedures for nonrenewal or termination under the Texas Education Code.

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

Searches and alcohol and drug testing

Policy DHE

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

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted if 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 is otherwise subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Chief Financial Officer.

Health Safety Training

Policies DBA, DMA

Head marching band directors, head coaches, or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or University Interscholastic League (UIL) must maintain and submit to the district proof of current certification or training in first aid and cardiopulmonary resuscitation (CPR) and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League or another organization that provides equivalent training and certification.

The nurses and the athletic trainer provide the required training. Certification documentation must be obtained or current before the beginning of each school year.

Reassignments and transfers

Policy DK

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by May 1st. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Personnel office and must be approved by the receiving supervisor.

Workload and work schedules

Policies DEA, 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 required days of service 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. 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. Teachers are expected to be available during their conference period. Teachers who leave the building during the conference period should do so only with the authorization of the principal and must sign out in the office.

Paraprofessional and auxiliary employees. **Support** employees are employed at will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

School day. The official school day for teachers and aides is from 7:45 a.m. to 4:15 p.m. or the equivalent. Teachers should report to their classrooms no later than fifteen minutes prior to the start of school or on duty no later than thirty minutes prior to the start of the school day. In the event that the school district determines that staggered start and dismissal times are necessary, each campus principal will adjust the schedules of individual staff members to provide adequate supervision for all students. Faculty meeting days may require working later in the afternoon. All teachers and aides are required to sign in each morning. Any personal business should be conducted before or after school hours. Anytime a teacher leaves campus for either school or personal business the teacher must follow campus procedures for signing out and signing in upon return.

Notification to parents regarding qualifications

Policies DK, DBA

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

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

Employees who have questions about their certification status can call the office of the Assistant Superintendent of Human Resources.

Outside employment and tutoring

Policy DBD

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

Performance evaluation

Policies DN, DNA, DNB

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, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

Employee involvement

Policies BQA, BQB

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

Staff development

Policy DMA

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

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

Compensation and benefits

Salaries, wages, and stipends

Policy DEA

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

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

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

Annualized compensation

Policy DEA

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly or bimonthly payments, beginning with the first pay period of the school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

Paychecks

All professional and salaried employees are paid monthly. All maintenance employees will be paid biweekly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. During summer breaks, paychecks may be mailed, directly deposited to the employee's designated account, or picked up in the business office before 4:00 p.m. on payday. June direct deposit statements may be picked up before 4:00 p.m. on any business day. Remaining direct deposit statements will be mailed to employees in July.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Employees with questions about payroll statements should contact the Chief Financial Officer.

The schedule of pay dates for the 2009–2010 school year follows:

Friday, September 25, 2009
Monday, October 26, 2009
Tuesday, November 24, 2009
Friday, December 18, 2009
Monday, January 25, 2010
Thursday, February 25, 2010
Thursday, March 25, 2010
Monday, April 26, 2010
Tuesday, May 25, 2010
Thursday, June 24, 2010
Monday, July 26, 2010
Wednesday, August 25, 2010

Payroll cut off date is the first Friday of each month. All information on payroll must be in by the cut off date.

Automatic payroll deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of one month is necessary to activate this service. Contact the Business Office 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)

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans. Employees also may request payroll deduction for payment of membership dues to professional organizations and donations to the Black & Gold Foundation. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime compensation

Policy DEA

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. **Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.**

Overtime is legally defined as all hours worked in excess of 40 hours 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 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday.

Employees may be compensated for overtime as specified in policy. Refer to Policy DEA.

at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee may be required to use comp 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 Business Office must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage.

Health, dental, and life insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school 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 regularly scheduled to work at least 10 hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week 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 spring. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the Business Office for more information.

Supplemental insurance benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for dental, disability, vision, life, cancer, critical illness, and flexible spending accounts for medical reimbursements or dependent care. Premiums for these programs can be paid by payroll deduction. Employees should contact the Business Office for more information.

Cafeteria plan benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

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

Workers' compensation insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has

workers' compensation coverage from _____, effective _____. 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 central office administration. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' compensation benefits*, page 25 for information on use of paid leave for such absences.

Unemployment compensation insurance

Policy CRF

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

Teacher retirement

Policy DEG

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

Employees who plan to retire under TRS should notify 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). See page 9 for information on restrictions of employment of retirees in Texas public schools.

Other benefit programs

Life Insurance. Life insurance offers employees and their family's important financial protection. The District provides a basic life insurance plan for eligible employees in the amount of \$10,000.00.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Full-time employees
- Part-time employees employed for 10 or more hours each week

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the District and the insurance carrier. Contact the Business Office for more information about life insurance benefits.

Tuition-Free Attendance. Children of nonresident full-time employees may attend District schools tuition-free.

Free Passes. District employees are admitted free to school-sponsored events.

Tax-sheltered Annuities. 403B and 457 programs are available for employees.

Leaves and absences

Policy DEC, DECA, DECB

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

Leave is available for the employee's use at the beginning of each school year. However, state personal and local sick leave is earned on a yearly basis. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck. Leave used shall be recorded in increments of half days and whole days. Employees shall be charged leave as used even if a substitute is not employed. Leave shall not be approved for more workdays than have been accumulated in prior years plus those to be earned during the current year.

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

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

Personal leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of one half a workday for each 18 workdays of employment. A day of earned personal leave is equivalent to an assigned workday. State personal leave accumulates without limit, is transferable to other Texas school districts and generally transfers to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

Nondiscretionary. Leave that is 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 allows very little, if any advanced planning. Nondiscretionary leave will be granted to employees in the same manner as state sick leave.

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

Sick leave

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

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

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

Local leave

All employees shall earn an additional maximum of five equivalent workdays of local leave per school year, at the rate of one-half a workday for each 18 workdays of employment. Local leave shall be noncumulative and shall be taken with no loss of pay.

Up to two local leave days may be used under the terms and conditions applicable to state sick leave accumulated prior to the 1995-96 school year (see previous section, Sick Leave).

Extended Sick Leave. After exhausting all accumulated state leave and local sick leave

in the course of a single prolonged personal illness or disability, including pregnancy or pregnancy-related disability, an employee may be granted up to 15 consecutive days of additional leave with one-half of the employee's daily rate of pay deducted for each day of absence. Extended leave may only be granted once every three years. An employee shall have served in the district for at least one full calendar year before being eligible for extended leave. The full calendar year requirement may be waived for an employee suffering from a catastrophic illness or injury.

Sick Leave Pool. A sick leave pool is established from voluntary donations by Districtstaff to assist a fellow employee suffering from personal illness or disability, or illness or disability in the employee's immediate family. "Immediate family" shall be defined according to CISD Policy DEC (Local). To receive days from the pool, the requesting employee must first have used all compensatory time accrued for any overtime worked, state and local sick leave, personal leave, vacation days, and extended leave, if applicable. Sick leave pool days may not be used for any absences related to a workers' compensation injury or claim. Employees eligible for the sick leave pool may contact the Personnel Department for guidance and must refer to Policy DEC (Local) to obtain information regarding procedures and requirements of the program.

Family and medical leave (FMLA)—general provisions

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

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

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

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

FMLA also includes a special leave entitlement that permits eligible employees to take

up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

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

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

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

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

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

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

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

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

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

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

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

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

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

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

For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

Local FMLA provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period (*insert only one of the phrases below here*).

- beginning on the first duty day of the school year
- from July 1 through June 30
- from January 1 through December 31
- measured backward from the date an employee uses FMLA leave

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

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

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

Intermittent leave. When medically necessary 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.

District contact. Employees that require FMLA leave or have questions should contact Personnel Office for details on eligibility, requirements, and limitations.

Temporary disability leave

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

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

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 should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Professional employees returning from leave will be reinstated to the school to which

they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Workers' compensation benefits

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

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

Assault leave

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

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

Bereavement leave

Jury duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and shall be allowed to retain any compensation they receive.

Other court appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Military leave

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserve component of the United States Armed Forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days each federal fiscal year (October 1–September 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after military leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to Personnel Office.

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 Business Office 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 campus Teacher of the Month and campus and district Teacher of the Year awards.

District communications

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

- **Newsletter** – a quarterly newsletter distributed to the general public,
- **Board Notes** – a summary of monthly meetings of the Board of Trustees posted on the web site after each Board meeting,
- **Bulletin Board** – a catalog of course listings of programs available for the youth and adults of Crandall ISD posted on the web site,
- Other publications provided by the district and campuses.

Complaints and grievances

Policy DGBA

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

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

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.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident. See *Reports to the State Board for Educator Certification*, page [44](#) for additional information.

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

Code of Ethics and Standard Practices for Texas Educators

Statement of Purpose

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. 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.

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

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

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

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

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

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, sex, disability, or family status.

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 under this chapter.

3. Ethical Conduct toward Students

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

Standard 3.2 The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

Standard 3.3 The educator shall not deliberately or knowingly 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, sex, disability, national origin, religion, or family status.

Standard 3.5 The educator shall not engage in physical mistreatment of a student.

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

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Employee Dress Code

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

1. All employees must wear identification name tags or picture identification while at work.
2. Clean and neatly-pressed shirts, slacks, and suits shall be considered acceptable attire for men.
3. Clean and neatly-pressed dresses, slacks, skirts, and blouses shall be considered acceptable attire for women.
4. All skirts shall come to the knee. Pants may not be shorter in length than 5" above the ankle.
5. Wind suits and jeans shall not be permitted. Principals may make exceptions for workdays (not for professional staff development days), field trips, or other school activities or specific job assignments or conditions when informal attire is deemed more appropriate.
6. Women's clothing should not be revealing in cut, style, or material. No halter tops or tank tops are allowed. Tight fitting clothing is not permissible.
7. Coaching shorts without cover-ups shall be worn only during physical education instructional periods. During classroom instruction, PE/coaching staff must follow the employee dress code.
8. Hair shall be clean and well groomed. Moustaches and beards are allowed if neatly trimmed. Moustaches shall not extend past the corners of the mouth. Sideburns shall not extend beyond the middle of the ear. Hair length for men shall be above the bottom of a dress shirt collar.
9. Hats and caps shall not be worn in District buildings.

10. Keds-type shoes and sandals are allowed if they are clean and well kept. Dress casual shoes are appropriate. Rubber or plastic footwear and flip flops are not permissible.

Principals shall determine if dress and grooming are professionally appropriate

Discrimination, harassment, and retaliation

Policies DH, DIA

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

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

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

Harassment of students

Policies DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting suspected child abuse*, page 33 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students can be found online using the following URLs:

[http://www.tasb.org/policy/pol/private/129901/pol.cfm?DisplayPage=DF\(LEGAL\).pdf](http://www.tasb.org/policy/pol/private/129901/pol.cfm?DisplayPage=DF(LEGAL).pdf)

[http://www.tasb.org/policy/pol/private/129901/pol.cfm?DisplayPage=FFH\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/129901/pol.cfm?DisplayPage=FFH(LOCAL).pdf)

Alcohol and drug-abuse prevention

Policies DH, DI

Crandall ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property.

Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use can be found online using the following URL:

[http://www.tasb.org/policy/pol/private/129901/pol.cfm?DisplayPage=DH\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/129901/pol.cfm?DisplayPage=DH(LOCAL).pdf)

[http://www.tasb.org/policy/pol/private/129901/pol.cfm?DisplayPage=DI\(XHIBIT\).pdf](http://www.tasb.org/policy/pol/private/129901/pol.cfm?DisplayPage=DI(XHIBIT).pdf)

Reporting suspected child abuse

Policies DF, DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by Texas Family Code and includes any sexual conduct involving an educator and a student or minor. Reports to Child Protective Services can be made to <https://www.txabusehotline.org/> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

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

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. 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.

Fraud and financial impropriety

Policy CAA

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

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

Conflict of interest

Policies BBFA, DBD

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

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

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 ser-

vice by an administrator or teacher that might reasonably tend to influence the selection of textbooks may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

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.

Safety

Policy CK

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

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

Employees with questions or concerns relating to safety programs and issues can contact Chief Financial Officer .

Tobacco use

Policies DH, GKA, FNCD

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

Criminal history background checks

Policy DBAA

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

Employee arrests and convictions

Policy DH

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

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part of 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
- Drug- or alcohol-related offenses
- Acts constituting abuse or neglect under the Texas Family Code

Possession of firearms and weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, 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. 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 supervisors or call the Superintendent 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.

Visiting students will not be allowed in the classroom. Visiting parents and visiting professionals are welcome anytime but must have approval by the principal. During testing days, visitors will not be allowed to visit classrooms. Parents should communicate with teachers during the teachers' conference periods rather than during a class period. Visitors must register in the office and receive and wear an official badge while on a school campus. Visitors must not interfere with classroom instruction.

Copyrighted materials

Policy EFE

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.). For specific information, please visit Policy Online to reference EFE legal and EFE local.

Computer use and data management

Policy CQ

The district's electronic communications systems, including its network access to the Internet, are primarily for administrative and instructional purposes. Employees and students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy (Acceptable Use Policy) and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management should visit Policy Online to reference CQ legal and local or contact the Director of Media and Technology.

The district's electronic communications systems, including its network access to the Internet, is primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management should visit Policy Online to reference CQ legal and local or contact the Director of Media and Technology.

School equipment, including all electronic devices, shall not be loaned or removed from school premises without approval of the Director of Media and Technology, immediate supervisor, Superintendent, or Superintendent's designee. Computers shall not be moved from the assigned location without the approval of the Director of Media and Technology.

1. Employees are advised that they are financially responsible to the school district for damage to electronic devices including, but not limited to, laptop computers, video cameras, video projection devices, video recorders/players, and hand-held computing devices while in their possession on or off school premises.
2. An employee is responsible for the replacement of lost or stolen equipment assigned to them. This includes restitution for actual replacement cost.
3. An employee is responsible for the replacement of school equipment damaged by fire or vandalism while in their possession off school premises..

Asbestos management plan

Policy CKA

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

Pest control treatment

Policy DI, CLB

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located at the Administration Office. Pest control information sheets are available from campus principals or facility managers upon request.

Other topics

Management of activity accounts

Policy CFD

Student funds. A student activities account shall be maintained to manage all class funds, organization funds, and any other funds collected from students for a school-related purpose. Receipts shall be issued by the principal or designee for all funds prior to their deposit into the appropriate district account. The principal or sponsor is responsible for the proper administration of student funds. Use of funds shall be only for purposes authorized by the organization or upon approval of the sponsor and must be for the benefit of the students. The principal or designee must approve all disbursements. Contact the Chief Financial Officer for additional information on student activity funds.

Campus funds. The principal is authorized to expend funds for activities of the students, faculty, staff, or campus. Approval from the immediate supervisor or designee must be obtained prior to a release of funds to the principal. Contact the Chief Financial Officer for additional information on campus activity funds.

Telephones

The office will take all calls for teachers during the day, and a telephone message will be placed in the teacher's mailbox or email box. Teachers should return calls during conference periods or after school. Between and during classes is not an appropriate time to return calls. If an emergency exists, teachers will be summoned to the office. Long distance calls should be for school business only. If directory assistance is utilized, do not have the operator complete the call. Hang up and dial the number directly.

Cell phones should be turned off and not in use during instructional time.

General procedures

Bad weather closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, the following radio and television stations will be notified by school officials:

RADIO	Station	Frequency
	KFWR	95.9 FM
	KLIF	570 AM
	KLTY	94.9 FM
	KVIL	103.7 FM

TELEVISION	Station	Channel
	KDFW	4
	KXAS	5
	WFAA	8

ELECTRONIC	Media	Registration
	Computers	www.flashalert.net
	Cell Phones	
	WBAP	820 AM

Emergencies

Policy CKC

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

State law mandates regular fire and disaster drills. Regulations and directions for fire drills will be posted in each room with diagrams of exits to be used. Teachers and students should become thoroughly acquainted with these instructions and follow them carefully. The first week of school each teacher should appoint a student in each class who will be responsible for closing doors/windows during fire drills.

Disaster drills should also be a part of the school safety program. Procedures should be posted in each classroom.

The district designates signals for emergency situations that may exist in the building. At this signal, teachers should close the door to the room and keep students in the classroom until notice is given by the office that all is clear. If students are in the hall, teachers will direct these students to the nearest classroom where they will remain until an “all clear” comes from the office.

Employees should also become familiar with the terms and actions involved in building evacuation, site evacuation, reverse evacuation, duck-and-cover, building confinement, and lock down.

Faculty Meetings

Teachers and aides are to attend all faculty meetings as designated by the campus principal. If you are unable to attend a meeting, please inform the principal. It is your responsibility to find out the agenda and how it affects you.

Purchasing procedures

Policy CH

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

All purchases require prior approval from the business office. The Crandall Independent School District is responsible only for orders that are placed with a purchase order that has been approved by the superintendent and business manager. **(See Purchasing Procedures, Rules and Guidelines in Appendix.)**

Monies collected should be deposited according to the procedures established by Crandall I. S. D. **(See Deposit Procedures in the Appendix.)**

Travel requests require prior approval of the principal, business manager and superintendent. The travel request form should be completed and submitted. Once approved, the secretary in each building will enter a requisition for payment of school related travel expenses. **(See Travel Request/Reimbursement Procedures in the Appendix.)**

Name and address changes

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

In addition, the employee must immediately notify the Personnel Office of any changes that would impact payroll, retirement, or insurances purposes. Name changes should be formally completed through the social security administration prior to requesting a change of information.

Employees with certification through SBEC are required to maintain an up-to-date

address with the agency. Certified employees may contact SBEC on-line directly at www.sbec.state.tx.us/SBEC.

Each year, an emergency form will be provided for each employee and must be updated to be sure of accurate information. One copy of the form must be retained at the campus or work site with the campus secretary; the other form should be submitted to the Personnel Office.

Personnel records

Policy GBA

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

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

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

Building use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. To request to use school facilities after hours and to obtain information on the fees charged, contact the following staff members:

- Kristin Reznicek – Community room, Barbara Walker Elementary, and all cafeterias except High School
- Dawn Smith – All High School facilities and all gyms except Walker Elementary

Scheduling the use of school facilities requires advance notice due to the use of utilities as well as the scheduling of custodial staff.

Termination of employment

Resignations

Policy DFE

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

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in Reports to the State Board for Educator Certification, on page 44.

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

Dismissal or nonrenewal of contract employees

Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF

Employees on probationary and term, contracts can be dismissed during the school year or nonrenewed at the end of the year according to the procedures outlined in district policies. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF series policies that are provided to employees or in the policy manuals located www.tasb.org/policy/pol/private/129901.

Dismissal of noncontract employees

Policy DCD

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and grievances*, page 28.)

Exit interviews and procedures

Policy DC

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

Reports to State Board for Educator Certification

Policy DF

The dismissal or resignation of a certified employee will be reported to the SBEC when the superintendent first learns about an alleged incident of conduct that involves the following:

- A reported criminal history
- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event
- Violating assessment instrument security procedures

Reports concerning court-ordered withholding

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

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

Student issues

Equal educational opportunities

Policies FB, FFH

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

Questions or concerns about discrimination of students on any of the bases listed above should be directed to Assistant Superintendent of Human Resources.

Student records

Policy FL

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

- Parents Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student (if 18 or older or emancipated by a court)
- School officials with legitimate educational interests

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

Parent and student complaints

Policy FNG

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

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

Administering medication to students

Policy FFAC

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Administration of nonprescription medication requires a written request from the student's parent and the medication in its original container with written instructions from the doctor for administration of the medicine including patient's name, physician's name and signature, the name of the medication, time and dosage, and duration of the prescription. 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 discipline

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns

about a particular student's conduct should contact the classroom teacher or campus principal.

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

Student attendance

Policy FEB

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

Bullying

Policy FFI

All employees are required to report student complaints of bullying to campus administrators. The district's policy that includes definitions and procedures for reporting and investigating bullying of students can be found online at the following URL:

[http://www.tasb.org/policy/pol/private/129901/pol.cfm?DisplayPage=FFI\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/129901/pol.cfm?DisplayPage=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 discipline person.

General Procedures Specific to Crandall ISD

Absence of Teachers/Aides

If a teacher or aide is ill and unable to come to school or expects to arrive later than 7:45 a.m., the principal or the principal's designee should be contacted by 6 a.m. according to school requirements listed below:

A teacher has the responsibility to see that worthwhile activities are conducted during his/her absence. An emergency substitute packet is to be maintained by each teacher to make sure the substitute teacher has enough work for the students. Procedure for this file will be set by each building principal. This file should be turned in to the principal by Friday of the third week of instruction in an organized folder for ready use of the substitute. Absentee forms should be completed the day you return to school.

The substitute teacher will be asked to complete an evaluation form on the teacher's planning and preparation, and the teacher will be asked to complete an evaluation of the substitute's performance.

In accordance with CISD Policy DEC (Local), an employee absent more than five consecutive workdays because of personal illness or illness in the immediate family shall submit medical certification of the illness to the campus principal and the Personnel Department. Due to limited personnel resources on TAKS testing days, teacher and instructional aide absences are strongly discouraged.

Administration of Tests

The testing process is a very important part of the instructional program. Therefore, it is imperative that the testing process be handled in a responsible manner to achieve the most accurate results possible. Each teacher assigned to administer any test in Crandall ISD must be careful to provide an appropriate setting for testing, follow all instructions carefully, and return all materials issued. Teachers must also resist the temptation to provide a more detailed explanation than what is given in the testing instruction manual. Each test has special instructions that will be provided by the district testing coordinator, counselor, or principal.

State and Local Testing Requirements

Effective the spring of 2003, public schools are required by the state to administer the Texas Assessment of Knowledge and Skills (TAKS) to students in grades 3-11. The dates of the state mandated tests are determined by the Texas Education Agency (T.E.A.) and are included in a chart in the appendix entitled, "State Mandated Assessment Calendar."

Student Success Initiative: State Testing Requirements for Promotion:

The goal of the SSI is to support grade level academic achievement for every student. Enacted by the 76th Texas Legislature (1999), the Student Success Initiative (SSI) mandated new passing requirement to be phased in as follows:

3rd Grade: Students must pass the Reading TAKS test to be promoted to the fourth grade.

11th Grade Exit: Students must pass the Exit-level TAKS test in order to graduate.

5th Grade: Students must pass the Reading and Math TAKS test to be promoted to the sixth grade.

8th Grade: Students must pass the Reading and Math TAKS test to be promoted to the ninth grade.

Attendance

Absentees and tardies must be recorded as required by the campus in the District Student Attendance Accounting Program BY THE TEACHER ONLY. The electronic attendance records submitted and certified by the teacher are the official record for attendance.

Cafeteria

Adult breakfast prices are \$1.25 and adult lunches of \$2.50. Teachers/aides will be provided free ice tea and a small salad. Teachers will not be able to charge lunches.

Cheating

Cheating is a means by which to take advantage of underhanded tactics to gain information that is not honest. This will not be tolerated. Anyone caught using/copying another student's papers (this will include homework, tests, daily work & projects) will receive a zero (0) for that assignment. The student allowing such an occurrence will receive a zero (0) also, (unless in the judgment of the teacher the student was a victim of circumstance beyond his control). Students that fraudulently use someone else's assignments will receive a zero (0) for those assignments. Teachers should take care in this assessment. Most cases dictate the need for material evidence. The situation must be provable. The fact that you think a student or students may be involved is not sufficient to punish the student. Remember many situations of cheating may be prevented simply by your classroom management.

However in the event such a situation should arise, the student or students should be confronted by the teacher. Students should be reminded of the circumstances they have

placed themselves in after the first offense. The principal should be informed of these incidents. Parents should be called and made aware of the incident that day by the teacher.

Classroom Maintenance

Every teacher should impress upon students the importance of keeping our school neat and clean. Students should be assigned to a desk so that they will be responsible for that desk. Each class should leave the room ready for the next group of students. Desks should be checked frequently for marks and cuts. ANY STUDENT WHO DEFACTS A DESK SHOULD BE SENT TO THE PRINCIPAL'S OFFICE IMMEDIATELY.

Teachers are urged to make the classroom attractive with displays, maps, bulletin boards, etc. When a class period ends, waste paper should be picked up and the teacher should dismiss students and instruct them to leave the classroom in an orderly manner.

Energy conservation is very important. The following practices must be observed: When leaving the classroom empty at anytime, the teacher should turn off lights and equipment and lock the door. With the exception of the Alternative Center, thermostats are controlled electronically in each building. If you have a problem, contact campus administration.

Each teacher (as is possible) will be assigned their own classroom. Teachers sharing classrooms should work together to see that facilities are equally cared for in a responsible manner. Any damage should be reported to the principal as well as the responsible parties.

Furniture and equipment is inventoried and assigned to campus locations and cannot be removed without District administration approval. Each classroom set up contains specific furniture and equipment that should not be removed, exchanged, or relocated within a building without principal approval. More specifically, assignment of computers and peripherals are made by District administration and involve specific IP addresses and should without exception remain in the classroom assigned. Any exception of this procedure requires prior approval of District administration, and relocation of such equipment will be carried out by the technology department. Under no circumstances, should computers or peripherals be moved by teachers or other staff members.

Contacting Students at School

All contact with students at school will be through the office. Parents who come to the classroom to get their child must be referred to the office. A student must be released only upon approval by the office. Names of approved persons must appear on the AGR card in the office.

Persons other than the parents or legal guardian will be permitted to contact students only in emergency situation. This contact will be made in the presence of the principal or other authorized school personnel. Students will not be taken from the building without the consent of the parent or guardian. DO NOT allow your students to leave with a person who does not have authorization from the office.

Visitors, including parents, to the classroom must be wearing a badge to identify them as a visitor. If visitors do not have the badge, they must be sent back to the office.

NOTE: All personnel must be diligent and ask questions of persons other than school personnel who are seen in the hallways or on school grounds to insure the safety of all students and school personnel.

Crandall ISD Testing Requirements for Promotion

To ensure successful transition of CISD graduates in the 21st century workplace, all students are expected to pass state mandated assessments. According to local policy EIE, any student in grades 3-8 failing any section of the Texas Assessment of Knowledge and Skills is required to attend summer school as a requirement of promotion to the next grade level. If a high school student fails a state-mandated assessment in grades 9-11, the student will be required to attend remedial instruction provided by the District.

Achievement Tests

Achievement Tests are administered to student periodically. These tests allow us to evaluate our students in comparison with other students across the nation. These scores are important in determining course placement and in monitoring student progress from year to year.

School Ability Test

A Student Ability Test (COGAT test) will also be administered in grades K-2.

THEA

The THEA Test must be taken prior to enrolling in any college-level coursework. The new name of the TASP Test is the THEA Test. The content of the THEA Test is the same as the former TASP Test. The THEA Test has been approved by the Texas Higher Education Board, under Senate Bill 286, Texas Education Code, Section 51.3062: Texas Success Initiative, for use by Texas institutions of higher education as an assessment instrument for entering students. The THEA Test provides the diagnostic data required by this legislation.

Who is exempt from taking the Test?

There are exemptions, but these must be verified with the college testing office of the advising office of the school you wish to attend.

Other Testing

A Reading Inventory is given to elementary students on the following schedule: K-5 minimum of two times per year.

Other tests including dyslexia screenings are also administered according to state requirements.

Duty Assignment

Teachers/aides will be assigned duty inside or outside the building according to building needs. These assignments will be made by the building principal. A teacher/aide is to be at his/her assigned duty post on time and monitor student activity. Personnel with morning duty should be on duty by a minimum of 30 minutes prior to the start of school. Duty assignments may be modified at the discretion of the campus principal and as needed to appropriately supervise students.

Eligibility

To participate in extra-curricular activities, students must meet eligibility requirements. The teacher, sponsor, director or coach of an extra-curricular activity is responsible at the end of the three week period for determining the re-establishment of eligibility of a student for participation in any activity. The principal must approve all students who have reestablished eligibility before they can participate.

Extra Curricular Activities

When employees are present at an extra curricular activity, they are responsible to help monitor student behavior. Students and employees are representatives of the District and must behave in a respectful manner to all participants and visitors.

Field Trips

All field trips must meet the following criteria:

1. Requests for approval be submitted to Principal/Superintendent by **October 1**.
2. Cost must be included in the campus or organization budget.
3. Travel must be on a school bus or, if pre-approved, in a passenger vehicle (see below).
4. **Must address the TEKS.**
5. Request must include a statement that the field trip is the most effective and efficient way to master the identified TEKS. This should also be documented in lesson plan.
6. Be within the school district if all possible.

7. Activity Permission Slips must be on file in the office with a list of students who will be participating. Bus mileage in the amount of \$2.78 per mile will be charged to the campus department using the bus. There may be situations where it is more cost effective to use a personal vehicle to transport students. This method of transportation will only be allowed after the driver of the vehicle submits the Request to Use Personal Vehicle to Transport Students form along with a driver's license and an insurance card to the transportation secretary 15 working days prior to trip. The driver/vehicle owner should be aware that their vehicle insurance will be the primary insurance in case of an accident. The district's insurance will only pay a liability claim that exceeds that driver's/vehicle owner's policy limits.

Fundraising

Fundraising activities must be approved by the Principal and the Superintendent prior to October 1 of the School Year using the district form found in the appendix. An approved community service project must be part of any fund raising activity for any student organization. Approval after October 1 will be made on an emergency basis by the Superintendent. District forms must be used when submitting a request. Student groups must have approval from the sponsor before submitting a fund raising request to the principal. This is necessary to coordinate fund raising activities on the campuses. There is to be no solicitation of money by sponsors or students without prior approval. Sponsors are responsible for fundraising materials and monies. Good management of the fundraiser is essential for a positive experience.

High School: A class fee of \$15.00 will be collected from each student. A late fee of \$10 will be assessed after Nov. 1st of each school year. Juniors will be the only class allowed one fundraiser. All groups must turn in their financial goals and purpose by September 26. Fundraising requests after this date will be on an emergency basis only.

Grade Placement Committee

The Grade Placement Committee shall be composed of the principal or the principal's designee, the student's parents or guardian, and the student's teacher of the subject of the grade advancement test on which the student failed to perform satisfactorily. If this teacher is unavailable, the principal shall designate to serve on the committee a teacher certified in the subject of the assessment on which the student failed to perform satisfactorily and who is most familiar with the student's performance in that subject area.

Grade books

Teacher maintained portfolio and/or gradebook will be used in grades Pre-K through 2. The computer gradebook for grades 3 to 12 is the official gradebook and all grades must be placed in the system in a timely manner. A back-up hard copy of the gradebook may be requested by the principal. The gradebook administrator on each campus will print report cards from the computer gradebook.

Grading Procedures

The Board of Trustees of Crandall I. S. D. has adopted a grading policy which all teachers must follow. Policies EIA Local and EIE Local address the grading policy and are found in the Appendix. All teachers must review these policies and the requirements carefully.

Homework

Homework assignments should be clearly understood by the student, meaningful, never for punishment, and reasonable in length. Homework should be checked and returned to the student. Homework should not be chapter questions just because they are there. Homework should be well planned by the teacher. Homework guidelines are addressed in EIA Local.

Identification Badges

All CISD employees are required to wear CISD identification badges. Replacement of picture IDs must be handled through the campus office.

Incomplete Grades

A student who received an Incomplete on his/her report card should make arrangements to remove the Incomplete in seven calendar days. Arrangements are to be made by the student with the teacher who will set a deadline. Failure to meet this deadline will result in zeroes for the work missed which will be averaged in to remove the Incomplete.

Instructional Time

Students are to be involved in uninterrupted instruction. Students will not be released from regular academic classes except with the permission of the principal.

Interruption of the School Day

There will be one time established in each building for announcements. This will be the only time that announcements will be made except in case of an emergency. Teachers and other staff members should strive to cooperate with the building principal in this requirement.

Leaving Class & Hall Pass – Student

Students are not to leave their classroom during class periods except in an emergency. Each teacher must enforce this practice. NO STUDENTS OUT OF CLASS.

Students should not be released by the teacher to run errands for the teacher. Your conference time and time before and after school should provide ample opportunity for you to take care of school related errands except in an emergency.

Students are not to leave one campus to go to another campus without authorization from the office (principal or assistant principal).

A student leaving a classroom during a class MUST have a hall pass in his/her possession which has been signed and dated with the time (applies to grades 6-12). When appropriate, that pass must be signed for reentry to that class. A permanent pass distinctive to the teacher may be used with the approval of the principal.

Leaving Classroom – Teachers

Teachers are not to leave their classroom unattended during the class period except during an emergency. If you must leave because of a emergency, notify the teacher next door or send a trustworthy student to give notice to the office. Do not leave the campus during school hours without authorization of the principal. Staff must always sign out in the office before leaving the building.

Lesson Plans

Lesson plans are required and lesson plans for the coming week should be turned in to the office by the end of the school day on Friday. Your building principal will discuss your lesson plans with you as he/she reviews them as to whether they are acceptable or not. Lesson plans should note TEKS objectives.

Lesson plans will be read by the principal and the teacher will be notified if his/her plans are acceptable, not acceptable or in need of improvement. The teacher needs to be aware that lesson planning is a part of the instruction section on the teacher evaluation form

Library

Crandall has campus libraries available for the use of its students. Each campus has a library with the high school library also serving as a community library. Each building librarian will provide teachers with the rules and procedures which are in place for that building concerning library instruction, use of the library for research by individuals or a class, checking out books, and use of the computers in the library. The Crandall-Combine

City-School Library located at the high school is open to all students and residents. The procedures for this library are found in the appendix.

Lunchroom, Building and Grounds

1. Teachers/aides with lunchroom duty should see that students show proper conduct during that time. Students are responsible for cleaning up their tables, removing trays and placing trash in the proper area after lunch.
2. Students must stay the full lunchtime in the cafetorium unless they have a note from the lunch duty personnel, the principal, assistant principal, counselor or teacher.
3. Any faculty member that notices students in the hall during lunchtime should question the student's presence.
4. All of us are responsible for all students and should always be aware of students in the building and on the grounds that are misbehaving (or just should not be there) and should take appropriate steps to correct. It is especially necessary for all teachers to maintain hall duty during the change of classes.
5. Visitors in the building must be wearing a visitor's badge.
6. Food brought in cafeteria must stay in cafeteria.

Mail Boxes

Mailboxes for teachers/aides are provided in the office area and should be checked each morning and at least once during the day. Do not allow mail to accumulate in your box or use your mailbox as a collection place.

Office Detentions

Office detentions are assigned by the Principal or Assistant Principal. Office detentions are for one hour. Students will be informed at the time the detention is assigned of the date, time, and room

Online Grade Reporting & Report Cards

View Student Information (VSI) is an online grade reporting system that allows parents to view real-time information about their child's grades and schedules. In an effort to provide this service to parents, teachers are expected to adhere to campus grading procedures and deadlines as well as all Crandall ISD grading policies.

REPORT CARDS ARE VERY IMPORTANT COMMUNICATIONS BETWEEN THE TEACHER AND THE HOME. State law requires that report cards signed by the parent or guardian be returned to the school.

Grade verification is a very important part of the grade reporting process. Verifications should be done carefully and according to guidelines provided by the gradebook administrator on each campus.

The school year is divided into two semesters of three six week periods. Report cards will usually be issued on the first Thursday after the end of each six week period unless otherwise specified by the campus principal.

THE TEACHER'S GRADEBOOK AND REPORT CARDS SHOULD BE RECORDED BY THE TEACHER ONLY.

P.T.A.

The Parent-Teacher Association (P.T.A.) meetings afford excellent opportunities to become acquainted with parents and to let them know what we are trying to accomplish. The administration feels that it is the teacher's professional responsibility to attend as many meetings as possible. Meet the Teacher Night is required according to building procedures.

Parent Conferences and Positive Parent Contacts:

Conferences with parents are very important. Below are a few suggestions that may help you have a more successful parent conference:

1. Decide in advance what you are going to discuss. Assemble a folder of the pupil's work. Work up a checklist of the various problems about which you want to talk.
2. Begin and end the conference with positive or encouraging comments about the student and his/her work.
3. Use clear, simple language to explain your work and your goals for the student. Avoid using expressions such as "peer pressure" and "sibling rivalry".
4. Meet privately and avoid sitting behind the desk.
5. Involve the principal or assistant principal if you need additional support or information which they can provide.
6. Suggest ways in which the pupil can improve his/her work and ways in which his/her parents can help.
7. Avoid making comparisons with the pupil's brothers, sisters, or classmates. Don't let comments about other students creep into the conversation.

NOTE: If a parent becomes overly upset or uses profane language, the teacher should stop the conference and go directly to the principal or assistant principal's office.

ALL TEACHERS ARE EXPECTED TO MAKE POSITIVE CONTACTS (CALLS, NOTES, LETTERS, MEETINGS) WITH PARENTS OF EACH STUDENT AS PER CAMPUS GUIDELINES.

Contacts must be documented and turned into the principal at the end of each semester. Teachers should maintain documentation of their contacts.

Parent Conference/Progress Reports (Deficiencies)

Each teacher, a team of teachers, or one teacher designated by the team will attempt to conduct a parent conference for any student who has a 69 or lower grade average for the first six weeks. Teachers will then follow the same procedure for each of the following six weeks. (However, a teacher should contact parents anytime students are failing.) At least, the teacher will make phone contact with the student's parents or guardian. Progress reports for students with an average of 74 or lower will be sent to the office by the designated date. Students that are showing a drop of a letter grade in their grade average should also be included in these progress reports. Progress reports will be prepared and sent home with the student. All grades must be in the computer by 10:00 a.m. the last day of the 3rd week of each 6 weeks period, unless otherwise specified by campus administration.

Elementary, Intermediate and Middle Schools send progress reports home in the weekly take home folder.

High School distributes progress reports to students during class meeting.

Parent – Teacher Conferences

When a conference with a teacher is requested, an appointment will be made through the office and a notice giving the date and time will be placed in your box. Conference will be scheduled during the teacher's conference period or after school. Due to the fact that many parents work in Dallas, teachers should be as flexible as possible when setting up parent conferences. A few extra minutes before or after school may solve the problem you are having with a student in your class.

Placement Review Committee (TEC 37.003)

Each school shall establish a three-member committee to determine placement of a student when a teacher refuses the return of a student to the teacher's class and make recommendations to the district regarding re-admission of expelled students. Members shall be appointed as follows:

1. The campus faculty shall choose two teachers to serve as members and one teacher to serve as an alternate member; and
2. The principal shall choose one member from the professional staff of a campus.

The teacher refusing to re-admit the student may not serve on the committee.

See Crandall I.S.D. Code of Conduct for more information.

Posters and Bulletin Boards

Teachers are encouraged to make every effort to keep attractive bulletin boards and to display student work. Some student work should always be on display to encourage good work habits.

Posting of Information

All posted material must have prior principal approval.

Progress Reports

Progress reports will be sent home at the end of the third week of instruction each six weeks to students with a grade of 74 or lower. Progress reports should indicate problem areas and include a behavior statement when appropriate. Since a student may not participate in extra-curricular activities if he/she fails the six weeks, it is imperative that grades are sent home. Progress reports will be run after the end of the 3rd week of the 6 weeks. Procedures will vary from campus to campus and will provide to each staff by the gradebook administrator, counselor and/or principal.

View Student Information (VSI) is an online grade reporting system that allows parents to view real-time information about their child's grades and schedules. In an effort to provide this service to parents, teachers are expected to adhere to campus grading procedures and deadlines as well as all Crandall ISD grading policies.

Promotion/Awarding of Credits

A grade of 70 is required for a student to receive credit for a class.

Responsibilities in the Halls

Teachers should be at their classroom doors and help supervise the hall traffic at the beginning and end of the school day and during passing times between classes. Every teacher should feel responsible for helping maintain a good climate for education. At elementary and intermediate schools, the teacher is responsible when a class moves from

one part of the building to another. Elementary and intermediate teachers should monitor their student during restroom breaks and to/from the cafeteria, library, computer lab, etc.

Responsibility of Equipment

Staff members are responsible for all school equipment which has been checked out to them. Records must be kept when teachers check out to students.

School Improvement Plan

The District Improvement Plan and the Campus Improvement Plan for each campus is provided under a separate cover. The AEIS (Academic Excellence Indicator System) Report, District Goals and Objectives, and teacher/parent/student input are used as a basis for the Campus Improvement Plan. Every teacher should review these plans and work with administration and staff to accomplish our campus goals.

Sponsorships

Sponsorships are an integral part of the educational process. The fact that the teacher supports the activity they are sponsoring will enhance their classroom environment. This provides teachers an insight to those students that otherwise they might never have had. Sponsors should provide the allotted fundraisers in a manner that is financially beneficial for the group and one that the organization can enter into together. While the main purpose of a fundraiser is to raise finances, the involvement and enjoyment of students are also a major purpose on choosing activities. Sponsors should make an effort to see that their class/organization fundraiser is an activity that can involve the group responsible and when necessary the entire student body.

High School: Sponsorship assignments will be made at the beginning of each school year with proposed activities. Teacher sponsors should work together to share equally the responsibility of their group. A sponsorship list will be provided at the beginning of the school year.

Student Activities/Calendar

An Activity Calendar is maintained in the Principal's office (Assistant Principal's office at high school). All activities and fundraisers must be cleared through the principal or designee and then will be posted on the monthly school calendar. A weekly calendar will be provided with notes about upcoming activities.

Teachers will schedule activities outside the instructional day only if prior approval has been given by the principal. These activities will not be scheduled unless the students

have been notified at least three (3) days in advance. Activities involving students should be placed on the monthly school calendar to allow advance notice to teachers in planning classroom activities.

Student Illness and Accidents

Stay alert to symptoms that indicate the presence of a disease or illness. Provide immediate attention to accident victims. Report illness and accident information to the principal by completing an Injury Report Form. Report all head and eye injuries to office personnel. These will be logged by office personnel. Teachers should observe standard health practices in handling body fluids. Kits are provided to all personnel.

Tardies

Tardies are viewed as a disruption to the classroom environment. Coming in late not only deprives the tardy student of full learning time, but also disrupts the education of the other students. If a student is to learn, he/she must be in an assigned workstation prepared to work before the tardy bell rings. Teachers will set guidelines and procedures for students who are tardy to class. Tardies of over 10 minutes will be referred to the office on each occurrence unless the student has a note from the office, nurse, counselor or diagnostician. Guidelines and procedures will be established by the campus administration.

Teacher Detentions

Intermediate, middle and high school teachers can assign teacher detentions for 30 minutes before or after school. Please give students and parents a written notice at least one day prior to the detention. FORMS ARE AVAILABLE IN THE OFFICE. Students who miss your detention may be referred to the office for disciplinary action.

Texas Testing Requirements for High School Graduation

Students who are scheduled to graduate will be required to pass the exit level Texas Assessment of Knowledge and Skills in the spring of the eleventh grade. The 11th grade exit level test will cover material about the following academic subjects:

- English language arts, including at least English III and writing
- Mathematics, including at least Algebra I and geometry
- Social studies, including early American history and United States history
- Science, including at least biology and integrated chemistry and physics.

Textbooks

Policy CMD

Teacher responsibilities regarding student textbooks include the following:

- Keep a record of textbook numbers for all textbooks issued to students.
- Ensure book covers are available and textbooks are kept covered at all times.
- Notify the parent when a textbook is lost, destroyed, or damaged by a student.
- Verify textbook numbers and condition of the textbook when they are returned by the student. Record damage on the front cover along with the date.
- Conduct textbook count as directed by principals.

Each teacher should submit a written request on the appropriate campus form to the assistant principal for the number of books he/she will need based on student rolls. These may be requested during in-service/workdays to expedite the first day of school. Each teacher should compile a list of students and the identification number of the book issued to the student by class period. Copies should be made and sent to the office. One list should be for the records of the teacher; duplicate should be filed in the office. Any unused books should be returned to the office by the end of the third day of classes. Teachers are responsible for books issued to them. Students dropping your class or checking out of school will turn in their textbooks to you when possible. Extra books are to be kept in the bookroom.

Tutoring

Tutoring is available to all students as needed. During tutorials, teachers are required to provide instruction for students and work directly with students. Individual or small group assistance should be provided as needed. Tutorials should address the objectives missed on tests, TAKS, or daily work based upon state and local standards.

All teachers at each campus are expected to provide tutoring before or after regular school hours, at a minimum of two days a week or as directed by campus administrator. Teachers are also expected to provide tutoring for students at other times by appointment or as designated by principal. Teachers may also provide tutoring during the day at assigned times. Tutoring schedules must be submitted to the campus principal for approval and must be kept in the office. Teachers should keep a tutoring log with date, time and student names. Other campus procedures for tutoring may be addressed as needed.

Video Policy

Approval is required prior to showing any videos to students. A video request form, which requires principal approval, is available in the library of each campus. The following information from [Copyright for Schools](#) by Carol Mann Simpson should be considered prior to requesting principal approval.

“In order for a school to use a film or video in the education program without having to pay royalties for public performance, the use must meet all four of the following criteria:

- The performance must take place in a classroom or other place of instruction in the nonprofit educational institution; and
- The performance must be directed by students or teachers of the institution;
- The performance must be in the course of face-to-face teaching activities;
- The performance must be made from a copy of the work which was legally made or acquired.”

Showing videos for a reward is a direct violation of the Copyright Act.

There is a possible exception to these requirements, since the high school and middle school own an annual public performance site license for exhibitions of copyrighted movies from represented studios. The studios include Walt Disney Pictures, Touchstone Pictures, Hollywood Pictures, Columbia Pictures, Tri-Star Pictures, Paramount Pictures, DreamWorks Pictures, Metro-Goldwyn Mayer, United Artists, Warner Bros., Sony Pictures, and Universal Pictures. The movies may be shown only on the campuses owning the license. This license covers movies licensed for “home use” to be shown on the campus property. The license does not cover showings where an admission is charged.

Videotaping

Sec. 26.009 of the State Education Code. CONSENT REQUIRED FOR CERTAIN ACTIVITIES

- a. An employee of a school district must obtain the written consent of a child’s parent before the employee may make or authorize the making of a videotape of a child or record or authorize the recording of a child’s voice.
- b. An employee of a school district is not required to obtain the consent of a child’s parent before the employee may make a videotape of a child or authorize the recording of a child’s voice if the videotape or voice recording is to be used only for:
 - i.purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses;
 - ii.a purpose related to a co-curricular or extracurricular activity, or
 - iii.a purpose related to regular classroom instruction.

To meet the above requirements, a copy of the Publications, Video, Internet Consent and Release Agreement must be completed and on file at the campus granting the school permission for students to be included in campus and district publicity, publications, and/or public relations activities.

DISTRICT POLICIES

EMPLOYMENT POLICIES

All employment policies are available on line at <http://tasb.org/policy/pol/private/129901>

Policy Code	Policy Title
<i>DAA</i>	<i>Equal Employment Opportunity</i>
DBAA*	Criminal History
DBD	Conflict of Interest
DBF	Nonschool Employment
DC series	Employment Practices
DCB	Term Contracts
DEA	Salaries and Wages
DEAA	Incentives and Stipends
DEC	Leaves and Absences
DFAC	Return to Probationary Status
DFB	Termination of Term Contract
DFD	Hearing Before Hearing Examiner
DFE	Resignation
DFF	Reduction in Force
DG*	Employee Rights and Privileges
DGBA	Employee Complaints/Grievances
DH	Employee Standards of Conduct
DHE	Searches and Drug/Alcohol Testing
DI	Employee Welfare
DIA	Freedom From Harassment
DK	Assignments and Schedules
DN series	Performance Appraisals

Note: If a “series” is indicated, all documents with a policy code identifier that begins with the two or three letters shown should be reviewed.

DISTRICT GOALS AND PLANNING

Policy Code	Policy Title/Description
AE	District educational philosophy and mission statement
BQ series	District- and campus-level planning

Note: If a “series” is indicated, copy all documents with a policy code identifier that begins with the two or three letters shown.

CURRICULUM AND INSTRUCTION

Policy Code	Policy Title/Description
EFA	Handling complaints regarding instructional materials
EFE	Copyrighted materials requirements

EIA	Grading standards and grade reporting
EIE	Retention and Promotion

STUDENTS

Policy	Policy Title/Description
FB	Protection of students from unlawful discrimination
FFAC	Medical treatment or administering medication
FFAD	Communicable diseases
FFG series	Mandated reporting of child abuse and/or neglect
FL	Safeguarding privacy of student records
FN	Student Rights and Responsibilities
FNG	Student/Parent complaints; Parents rights
FO	Student Discipline
GRA series	Interaction of police and child protective services with students on campus

Note: If a “series” is indicated, copy all documents with a policy code identifier that begins with the two or three letters shown.

PERSONNEL

Policy	Policy Title/Description
CE	Budget development process and calendar
CH	Purchasing procedures
CK series	Safety practices and crisis management
CQ	Electronic Communications and Data Management
CRD	Health and life insurance
DAA	Equal Employment Opportunity
DC	Employment Practices
DEA	Salaries, wages, stipends
DEC	Leaves and Absences
DEE	Expense Reimbursement
DFE	Resignations
DGBA	Employee complaints and grievances
DH	Standards of conduct
DHE	Searches and Drug/Alcohol Testing
DI	Drug-free Workplace
DIA	Freedom From Harassment
DK	Assignment to positions; Transfers
DMD	Attendance at professional meetings on school time
DN series	Evaluations and appraisals
GBA	Confidentiality of personnel records; Public and nonpublic information

Note: If a “series” is indicated, copy all documents with a policy code identifier that begins with the two or three letters shown.

APPENDIX A: CALENDARS

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CRANDALL INDEPENDENT SCHOOL DISTRICT

2009 - 2010

JULY 2009						
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1st Six Weeks = August 24 – September 30
 2nd Six Weeks = October 1 – November 6
 3rd Six Weeks = November 9 – December 18

4th Six Weeks = January 5 – February 17
 5th Six Weeks = February 18 – April 9
 6th Six Weeks = April 12 – May 28

♥ New Teacher Training	■ Staff Planning Day
X Early Release	□ Bad Weather Day
● Student/Teacher Holiday	— TAKS Testing Day
▲ Staff Development Day/Student Holiday	RT TAKS Retest Day
▼ Staff Development Waiver Day: Student/Teacher Holiday	

Go to the following website to view the 2009 – 2010 State Mandated Assessment Calendar:

<http://www.tea.state.tx.us/student.assessment/admin/calendar/calendar>

APPENDIX B: FINANCIAL PROCEDURES

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Deposit Procedures

All campus deposits are to be delivered in a locked bank bag to the business office by the campus secretary. Deposits will be accepted until 2:00 pm each day. No deposit will be accepted after that time.

DEPOSITS

1. Endorse checks. The deposit will not be made at the bank if the checks have not been endorsed.
2. Be sure to use correct deposit book
General Operating #501000803 – funds 195 through 490
Activity Account #501003979 – funds 880 through 886
3. Write description, club name and code in the lower left hand corner of the deposit slip. Deposits with incomplete coding will be placed in a holding account until it is identified with the sponsor/group.
4. The secretary should count the deposit along with the sponsor who is making the deposit and both should sign or initial the deposit slip.
5. The campus secretary will bring the deposit to Central Office and log the deposit. Do not send deposits or cash of any type through inter-office mail.
6. The pink copy of the deposit slip will be returned to the campus in the bank bag.
7. Monthly printouts should be given to the sponsor for their review. Contact the bookkeeper if you feel that there are any questions or discrepancies.

RETURNED CHECKS

The Business Office will send notification of a returned item to the maker. The campus secretary will also receive notification of the returned item.

Purchasing Procedures

All purchases require prior approval from the Business Office. The District is not responsible for orders that are placed without a properly authorized purchase order.

The District is exempt from sales tax. At the time of purchase, employees should present the Texas Sales and Use Tax Exemption Certification form to the vendor. Employees can print a copy of this form from First Class, CISD Conferences, CISD forms, Misc. Budget/Purchase forms or ask the campus secretary.. It is the employee's responsibility to

insure that no sales tax is charged at the time of purchase. **The District will not reimburse employees for sales tax.**

CAMPUS/DEPARTMENT PURCHASING PROCEDURES:

1. Completed requisition forms are given to principal's/director's secretary
2. Requisitions are input into EDP.
3. The principal/director approves the requisition.

BUSINESS OFFICE PURCHASING PROCEDURES:

1. The Chief Financial Officer will check the requisition for approved vendors, item description, account code distribution, budget availability and other appropriate information.
2. After approval by the CFO, the requisition then goes to the bookkeeper for printing and posting.
3. The Business Office will return the WHITE, PINK, and GREEN copies to the principal/director/secretary.
4. The Business Office will retain the YELLOW copy for accounting purposes.
5. Once the campus/department receives its copies of the purchase order, the order can be placed with the vendor.

CAMPUS/DEPARTMENT RECEIVING PROCEDURES:

1. When the merchandise is received and has been checked in, **sign and indicate the date received on the PINK copy of the P.O.** Retain the packing slip for campus records
2. **Serial numbers of computer hardware, audio-visual equipment, etc. must be noted on the pink copy of the P.O.** Attach a separate sheet, if necessary. (This is a requirement for **District records.**)
3. The quantity of library books received must be noted on the pink copy of the P. O. (This is a requirement for **District Records.**)
4. Retain all paperwork in the campus files until the invoice arrives.
5. Once the invoice arrives, attach it to the PINK copy and note the correct amount for payment. Send paperwork to Business Office for payment.

OPEN PURCHASE ORDER PROCESSING:

1. Make copy of purchase order, indicate dollar amount to be paid, sign and send with receipt to Business Office within 5 school days of purchase. **Open purchase orders will only be issued to principals and directors.**

BUSINESS OFFICE PAYMENT PROCEDURES:

Payment will be made by the business office **upon receipt of the paperwork noted in the sections titled “Campus/Department Receiving Procedures” and “Open Purchase Order Processing” above.** (This must be handled in a timely manner. **The District is obligated to make payment within 30 days of the invoice date.**)

STUDENT ACTIVITY PROCEDURES:

ALL PURCHASES MUST BE APPROVED BY THE BUSINESS OFFICE PRIOR TO ORDERING.

1. All transactions require use of the Student Activity Account Order forms.
2. Student Activity purchase orders require signature of student organization president or student representative.
3. The steps are basically the same as above, but are done on the paper form instead of on the network.

Crandall ISD - State Mileage Guide effective January 1, 2009 \$0.55 per mile

Destination	Mileage	Total	Destination	Mileage	Total	Destination	Mileage	Total
	round trip 410	Reimb \$225.50		round trip 179	Reimb \$98.45		round trip 73.2	Reimb \$40.26
Abilene			Glen Rose			Plano		
Addison	71.2	\$39.16	Godley	151.4	\$83.27	Pottsboro	185.6	\$102.08
Aledo	144.2	\$79.31	Grandbury	176.8	\$97.24	Princeton	104.2	\$57.31
Allen	86	\$47.30	Grand Prairie	72	\$39.60	Purdon	129.4	\$71.17
Alvarado	109	\$59.95	Grand Saline	97.4	\$53.57	Quinlan	61.8	\$33.99
Amarillo	758.8	\$417.34	Grapevine	91.2	\$50.16	Quitman	139.6	\$76.78
Arlington	83	\$45.65	Greenville	94.4	\$51.92	Red Oak	56	\$30.80
Athens	97.2	\$53.46	Heath	42	\$23.10	Richardson	63.2	\$34.76
Austin	404.2	\$222.31	Hillsboro	138.8	\$76.34	Rockwall	56.2	\$30.91
Beaumont	501.4	\$275.77	Houston	463.4	\$254.87	Round Rock	368	\$202.40
Birdville	101.6	\$55.88	Huntsville	324.4	\$178.42	Rowlett	51	\$28.05
Bonham	160	\$88.00	Hurst	93.2	\$51.26	Royse City	67.2	\$36.96
Bridgeport	183	\$100.65	Irving	66.6	\$36.63	Sachse	61.2	\$33.66
Brownsboro	121.4	\$66.77	Italy	100	\$55.00	Sadler	215.4	\$118.47
Burleson	121.4	\$66.77	Itasca	128.2	\$70.51	Salado	303.2	\$166.76
Canton	72.8	\$40.04	Jacksonville	175.4	\$96.47	San Antonio	558.2	\$307.01
Carrollton	74.6	\$41.03	Jefferson	136.5	\$75.08	San Marcos	464	\$255.20
Cedar Hill	65.4	\$35.97	Kaufman	20.8	\$11.44	Sanger	145.4	\$79.97
Celina	122.2	\$67.21	Keller	109	\$59.95	Saginaw	118	\$64.90
Cleburne	131.4	\$72.27	Kemp	41.6	\$22.88	Scurry-Rosser	33.6	\$18.48
College Statio	323.4	\$177.87	Kennedale	97.2	\$53.46	Seagoville	11.2	\$6.16
Commerce	124.8	\$68.64	Kerens	100	\$55.00	Seven Points	60.4	\$33.22
Coppell	85.4	\$46.97	Kerrville	574.2	\$315.81	Sherman	165.4	\$90.97
Corpus Chris	764.2	\$420.31	Kilgore	194.2	\$106.81	Southlake	97.8	\$53.79
Corsicana	95.2	\$52.36	Lake Dallas	103.2	\$56.76	South Padre	1077.2	\$592.46
Daingerfield	235	\$129.25	Lake Texoma	482.8	\$265.54	Springtown	161.8	\$88.99
Dallas	47.4	\$26.07	Lake Worth	121.4	\$66.77	Stephenville	236	\$129.80
Decatur	169.8	\$93.39	Lancaster	46	\$25.30	Sulphur Springs	144.8	\$79.64
De Soto	56.6	\$31.13	Lewisville	92	\$50.60	Sunnyvale	36.6	\$20.13
Denison	182.4	\$100.32	Little Elm	112.8	\$62.04	Terrell	30.8	\$16.94
Denton	120.8	\$66.44	Lindale	129.4	\$71.17	Texarkana	339.4	\$186.67
D/FW Airport	91.2	\$50.16	Longview	210.2	\$115.61	Tulsa, OK	552.8	\$304.04
Duncanville	57.2	\$31.46	Mabank	60.2	\$33.11	Tyler	143	\$78.65
Edgewood	76.8	\$42.24	Malakoff	94.8	\$52.14	Van	100.6	\$55.33
Emory	104	\$57.20	Mansfield	99.2	\$54.56	Venus	95.4	\$52.47
Ennis	60.2	\$33.11	Marshall	254	\$139.70	Vernon	415	\$228.25
Eufaula, OK	437.8	\$240.79	McKinney	100	\$55.00	Waco	205.2	\$112.86
Eules	82.8	\$45.54	Mesquite	31.2	\$17.16	Warsaw	28.8	\$15.84
Eustace	74.4	\$40.92	Midlothian	80.8	\$44.44	Waxahachie	74.4	\$40.92
Farmers Bran	71.2	\$39.16	Mineral Wells	201	\$110.55	Weatherford	163	\$89.65
Ferris	44.2	\$24.31	Mount Pleasan	218.2	\$120.01	West	168.2	\$92.51
Forney	27.8	\$15.29	Mount Vernon	190.8	\$104.94	Whitesboro	182.6	\$100.43
Fort Worth	107.2	\$58.96	Nacogdoches	273.6	\$150.48	Wichita Falls	315.4	\$173.47
Frisco	98.4	\$54.12	Nevada	78.2	\$43.01	Willis Point	62.2	\$34.21
Fruitvale	86.4	\$47.52	New Braunfels	510.2	\$280.61	Wilmer-Hutchins	36.8	\$20.24
Gainesville	183.8	\$101.09	Palestine	166.4	\$91.52	Winnsboro	163.2	\$89.76
Galveston	560.6	\$308.33	Palmer	58.6	\$32.23	Wylie	71	\$39.05
Garland	58.2	\$32.01	Pattonville	248	\$136.40			

APPENDIX C: FORMS

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EXHIBIT H

Copyright Permission Letter (Sample)

Name/Address

Dear

I am writing for permission to use your (video, graphic, audiotape, etc.) entitled (name of workshop) which was produced by you on (date). This (video, graphic, audiotape, etc.) will be used for educational purposes in my course, (name of workshop), at the Region X Education Service Center. The workshop will be offered at (dates of workshop) and your (video, graphic, audiotape, etc.) will be used as (how the medium will be used).

The workshop is being delivered to (number) sites by interactive video, with approximately (number) students at each. I will use it only (number) times during the (number) class session.

Please indicate your approval on the form below and return a copy to me by mail or fax to (fax number). Call me at (phone) if you need any additional information about the workshop or my use of the video. I thank you in advance for your cooperation and consideration.

Sincerely,

Name of Consultant

Address

Permission granted by _____ Date _____

to use _____ (Title of item)

Check all that apply:

_____ In originating classroom only.

_____ One time only over network.

_____ Duplicate and distribute to sites for one time use.

_____ As many times as the course is offered in its present form.

_____ Other conditions for use. Please specify on attached page.

EXHIBIT I

EDNET10 VideoConferencing Participant Waiver

I understand that in a distance learning classroom my voice, physical presence, and participation in classroom activities will be transmitted to distance learning sites and will be electronically recorded. I hereby agree that my voice, presence, and participation, and electronic recording of these classes will not be a violation of my personal rights and hereby release any claims for the use of such.

Signature _____

Date _____

Please Print Name _____

Parent Signature (if needed) _____

Instructor's Signature _____

Administrator's Signature _____

EXHIBIT C

Employee Agreement For Acceptable Use of The Electronic Communications System Board Policy CQ

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world. With this opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational and administrative tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While the District will take reasonable steps to restrict access to such materials as required by the Children's Internet Protection Act, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use as well as monitor student use of the system.

APPROPRIATE USES OF THE SYSTEM:

- The account is to be used mainly for educational purposes, but some limited personal use is permitted.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.

Gradebook/attendance access is only for authorized teachers and administrators. Providing access to your account for someone else is a violation of the Acceptable Use Policy. An example would be logging in and providing access for a substitute teacher.

INAPPROPRIATE USES OF THE SYSTEM:

- Using the system for any illegal purpose;
- Borrowing someone's account without permission;
- Sharing passwords;
- Downloading or using copyrighted information without permission from the copyright holder;
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing damaging to another's reputation, or illegal;
- Wasting school resources through improper use of the computer system;
- Gaining unauthorized access to restricted information or resources;

CONSEQUENCES FOR INAPPROPRIATE USE OF THE SYSTEM:

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the District policies and applicable laws.

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Printed name: _____
Signature: _____
Home address: _____
Date: _____ Home phone number: _____

Request for Field Trip

Name of Organization _____

Purpose of Field Trip _____

Correlation with Curriculum _____

Destination _____

Date of Trip _____

Specific Time of Activity _____

Lunch Plans _____

Departing Time _____ (a.m./p.m.)

Returning Time _____ (a.m./p.m.)

Number of Students Attending Trip _____

Sponsor's Name _____

Method of Transportation _____

NOTE: If approved, be sure to fill out a transportation request. The district will deduct cents per mile for the trip based on the TEA Transportation Report. Be sure to allow for this in your budget.

(Approved/Disapproved) _____ Date _____
Building Principal

(Approved/Disapproved) _____ Date _____
Superintendent

(Revised 7/11/06 jp)

**Crandall Independent School District
Student Fund Raising
(Request for Fund Raising Project Approval)**

Campus _____
 Date Submitted _____
 Name or Organization _____
 Sponsor _____
 Proposed use of funds
 generated _____

 Estimated funds required \$ _____
 Description and/or name of fund raising
 project: _____

 Duration of the project: Begin _____ End _____
 Estimated net profits \$ _____

COMMUNITY SERVICE PROJECT:

All student organizations requesting fund raising authorization must (effective the 95-96 school year) perform a community service project approved by the organization's sponsor, the campus principal and the district superintendent.

Title service
 project: _____
 Description of the service
 project: _____

 Service project approved by:
 Sponsor _____ Date _____
 Superintendent _____ Date _____
 Fund raising requested
 by: _____ Date _____
 _____ Sponsor _____
 (Approved/Disapproved) _____ Date _____
 _____ Campus Principal _____
 Final:
 (Approved/Disapproved) _____ Date _____
 Superintendent _____

Crandall Independent School District
Parent Notification & Permission Form
For A Student Trip

The following student trip is planned. This trip has been requested by the sponsor/coach/teacher whose signature appears below. It has been approved by the building principal and the superintendent of schools as indicated by their signature.

(signature of requesting sponsor/coach/teacher) (date)

(signature of principal)
(date)

(signature of superintendent)

STUDENT TRIP DESCRIPTION

Purpose of student trip: _____

Class/Organization scheduling

trip: _____

Name(s) of trip

supervisor(s): _____

Trip

destination: _____

Date(s) of scheduled

trip: _____

Departure time: _____ Return time: _____

Departure location: _____ Return location: _____

Method of transportation: _____ School Bus

_____ Private passenger car – Vehicle has comprehensive insurance for transporting passengers ___yes___no

Verified by: _____

(vehicle owner signature)

(date)

PARENT PERMISSION

I, _____, authorize _____

(parent/guardian)

(student name)

to participate in the school trip using the transportation identified on this form.

PARENT

SIGNATURE: _____ **DATE:** _____

(Employee)

Crandall Independent School District
Publications, Video, and Internet Consent and Release Agreement

Employees of the Crandall Independent School District are occasionally asked to be a part of school and/or District publicity, publications and/or public relations activities. In order to guarantee individual privacy and ensure your agreement for participation, the District asks that you sign and return this form to the Crandall Independent School District Technology Department.

The form referenced below indicates approval for your name, picture, art, written work, voice, verbal statements or portraits (video or still) to appear in school publicity or District publications, videos or local newspapers or District publications. These pictures and articles may or may not personally identify the individual or individual's work represented. The District may use the picture and/or videos in subsequent years.

AGREEMENT

I release to Crandall ISD my name, picture, art, written work, voice, verbal statements, portraits (video or still) and therefore give my consent to their use by Crandall Independent School District.

Crandall ISD agrees that my name, picture, art, written work, voice, verbal statements, portraits (video or still) shall only be used for public relations, public information, school or district promotion, publicity, and instruction.

I understand and agree that:

- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives;
- The photo, video or my statements may be used in subsequent years.

If at anytime you wish to rescind this agreement you may do so with written notice to the Crandall Independent School District Technology Department.

Effective Date of Agreement: _____

Employee's Printed Name: _____

Employee's Signature: _____

Campus: _____

Pursuant to Texas Education Code, Section 26.009(b)(2)
CISD has no control of media use of pictures/statements, which are taken without permission.

**2009-2010 Crandall Independent School District
Publications, Video, Internet Consent and Release Agreement**

Students who attend school in the Crandall Independent School District are occasionally asked to be a part of school and/or District publicity, publications and/or public relations activities. In order to guarantee student privacy and ensure your agreement for your student to participate, the District asks that you and the student sign and return this form to the school for each of your children.

The form referenced below indicates approval for the student's name, picture, art, written work, voice, verbal statements or portraits (video or still) to appear in school publicity or District publications, videos or on the District's website. For example, pictures and articles about school activities may appear in local newspapers or District publications. These pictures and articles may or may not personally identify the student. The pictures and/or videos may be used by the District in subsequent years.

AGREEMENT

Student and Parent/Guardian release to Crandall ISD the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) and consent to their use by Crandall ISD.

Crandall ISD agrees that the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) shall only be used for public relations, public information, school or District promotion, publicity, and instructions.

Student and Parent/Guardian understand and agree that:

- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives;
- The photo, video, or student statements may be used in subsequent years.

If the student and parent/guardian wish to rescind this agreement, they may do so at any time with written notice.

Effective Date of Agreement: _____

Grade Level _____ Home Room Teacher _____

Student's Printed Name: _____

Student's
Signature: _____

Parent/Guardian's Printed Name: _____

Parent/Guardian's
Signature: _____

Pursuant to Texas Education Code, Section 26.009(b)(2), Crandall ISD has no control of media use of pictures/statements that are taken without permission.

Crandall Independent School District
Solicitation of Funds from Merchants

Campus: _____ Date: _____

Program/Organization: _____

Sponsor: _____

Principal/Director: _____

Proposed use of funds
generated: _____

Estimated funds required:\$ _____ Estimated net profit:\$ _____

Description of fund raising
project: _____

Duration of the project: Begin: _____ End: _____

Person(s) to request monies from
merchants: _____

Merchants to be
solicited: _____

Requested
by: _____ Date: _____

Sponsor

(Approved/Disapproved) _____ Date: _____

Building Principal

Final:
(Approved/Disapproved) _____ Date: _____

Superintendent

APPENDIX D: LIBRARY PROCEDURES

Library Procedures.....84

**CRANDALL/COMBINE COMMUNITY
LIBRARY PROCEDURES
Phone - 972-427-8170**

PATRON REGISTRATION

Any resident of Kaufman County, upon completion of an application, proof of identification and residency, is eligible for a library card. Identification will be a Texas ID card or driver's license. Proof of residency will be a current bill or receipt. Crandall ISD students may apply for a library card by supplying their Social Security number.

Upon completion of application and verification of mailing address, a library card will be issued. Patrons may check out two books until their card has been processed, and five books thereafter. Library cards may be picked up at the library circulation desk after two weeks from application.
The cards will not be mailed.

LIBRARY HOURS

The library is open from: 7:30 a.m. - 4:30 p.m. (Monday and Wednesday)
7:30 a.m. - 7:00 p.m. (Tuesday and Thursday)
7:30 a.m. - 3:30 p.m. (Friday)
9:00 a.m. - 1:00 p.m. (Saturday)
SCHOOL HOLIDAY AND SUMMER HOURS
WILL BE POSTED.

LIBRARY PARKING

There is designated parking for library patrons.

CIRCULATION PROCEDURES

1. The patron's library card should be presented to check out material.
2. Patrons may check out five books at a time, except at the discretion of the librarian.
3. Books are loaned for a period of two weeks. Books may be re-checked once unless they are on reserve.
4. Books should be returned on or before the due date, or they will be considered overdue.
Renewals should be made in person
5. Each patron is responsible for books which are checked out in his/her name.
6. Reference books may be circulated overnight only by approval of librarian.
7. A depository is provided for returning books after hours.
8. When materials are not returned at the proper time, procedures will be initiated to contact the patron, and further action may be taken.

9. The number of books in a category loaned to a patron may be limited.

LIBRARY FINES/REPLACEMENT COSTS FOR LOST/DAMAGED BOOKS

1. **A fine of 10 cents per day per book** will be assessed for overdue books.
2. The maximum fine per overdue book is \$5.00.
3. If, after being paid for, a lost book is found and returned, the amount of the book cost minus the fine to that date (up to \$5.00) will be returned to the patron if the book has not been replaced.
4. The charge for a damaged library book will be based on the extent of the damage.
5. Replacement cost of lost library cards will be one dollar.

