

# CAYUGA INDEPENDENT SCHOOL DISTRICT

## Employee Handbook 2023-2024

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. Some have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Dr. Joe Satterwhite, Superintendent.

This handbook is neither a contract nor a substitute for the official district policy manual. While this handbook does not include all the policies of our school district and may be revised as the Texas Education Agency changes the rules and laws, it will serve as a guide to employees of Cayuga ISD. The handbook is designed to be in harmony with Board policy. In case of conflict between a Board policy and the faculty handbook, provisions of policy most recently adopted by the Board shall prevail. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide to and a brief explanation of district policies. District policies and procedures can change at any time. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office.

The district's policy manual is accessible online from the "School Board" link on the district's website, [www.cayugaisd.com](http://www.cayugaisd.com). This site does not require a username or password. The provided link leads to an index for locating Board policies by a variety of means: alphabetical or word search, policy letter code, and manual section. The district's policies are separated into the following sections: A. Basic District Foundations, B. Local District Governance, C. Business and Support Services, D. Personnel, E. Instruction, F. Students, and G. Community and Governmental Relations. An updated hard copy of the district's policy manual is also available for employee use in the Superintendent's Office.

*You are especially encouraged to be familiar with the following employment policies that may be found in their entirety in the district's online policy manual.*

DA Series	Employment Objectives
DB Series	Employment Requirements and Restrictions
DC Series	Employment Practices
DE Series	Compensation and Benefits
DF Series	Termination of Employment
DG Series	Employee Rights and Privileges
DH Series	Employee Standards of Conduct
DI Series	Employee Welfare
DJ Series	Employee Recognition and Awards
DK Series	Assignment and Schedules
DL Series	Workload
DM Series	Professional Development
DN Series	Performance Appraisal
DP Series	Personnel Positions



### DISTRICT MISSION STATEMENT

The mission of the District, in partnership with students, parents, and the community, is to create a unique, safe, caring environment in which students acquire critical thinking skills, achieve personal excellence, and become citizens who will responsibly meet the challenges of the future.

### ELEMENTARY SCHOOL MISSION STATEMENT

The Cayuga Elementary School will provide for the achievement of maximum learning for all students through effective teaching of optimum academic skills, promotion of self-esteem, and training to become responsible, caring members of the community and workplace.

### MIDDLE SCHOOL MISSION STATEMENT

The mission of Cayuga Middle School is to implement safe, student-centered programs and effective practices which address the critical academic, social, and psychological needs of young adolescents.

### HIGH SCHOOL MISSION STATEMENT

The mission of Cayuga High School is to prepare its students to become citizens who are able to make informed and intelligent choices between alternatives they will encounter during their lifetime. In collaboration with parents and community, Cayuga High School will provide a safe environment and help students develop a desire for excellence, while learning the skills to become contributing members of society.

### GOALS AND OBJECTIVES

The district and campuses have specific goals and objectives in their improvement plans. These are evaluated and updated annually and as needed by the district and campus level site-based decision making committees. Copies of these improvement plans may be viewed in each Principal's Office or the Superintendent's Office.

### DISTRICT PROFILE

In the University Interscholastic League's classification system for schools, Cayuga ISD is a Class 2A district. The district is located in rural East Texas and has an enrollment of approximately 560 students. It is four miles east of Cayuga on Highway 287 North, in the Bethel community, 25 miles northwest of Palestine, Texas.

### BOARD OF TRUSTEES

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, facilities, and employment of the professional and auxiliary staff. The board has complete and final control over school matters within limits established by law and State Board of Education rules.

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

Board Members:

Tim West, President  
Todd Winkel, Vice President  
David Link, Secretary  
Daniel Sims, Assistant Secretary  
Donald Loving  
Clint Satterwhite  
Daniel Sims

## BOARD MEETINGS

Board members usually meet on the third or fourth Monday of each month in the High School Library at 6:30 p.m. In the event that large attendance is anticipated, the board may meet in the Cafeteria. If the date or location of the meeting is changed, it will be posted on the agenda. Special meetings may be called when necessary. A notice of regular and special meetings will be posted outside the Superintendent's office and on the District's website at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place and topics of each meeting. In emergencies, a meeting may be held with two hours notice.

All meetings are open to the public. Texas law permits the board to go into a closed session to discuss matters such as prospective gifts or donations, real property acquisition, personnel issues including conferences with employees and employee complaints, security matters, student discipline, personally identifiable student information, medical or psychiatric records, assessment instruments, economic development negotiations, or to consult with attorneys regarding pending legislation.

### Administration, Support Services Contacts:

Dr. Joe Satterwhite, Superintendent  
Dr. Rick Webb, Assistant Superintendent  
Tracie Campbell, Elementary Principal  
Zach Williams, Middle School Principal  
Jay Thompson, High School Principal  
Jacob Magee, Athletic Director  
Magen Humphreys, Administrative Assistant, Assistant Athletic Director  
Samantha Douglas, Human Resources Coordinator  
Frank Robinson, Maintenance Director  
Joey Fitzgerald, Transportation Director  
Eric Grimes, Technology Director  
Leslie Glenn, Cafeteria Food Services Director  
Katie Abbott, Special Education Director  
Becky Thompson, Special Programs and Testing Director  
Kellie Gatewood, Business Director  
Kristen Mills, School Nurse, Health Services Director  
Kim Dublin, PEIMS Coordinator  
Laurie Jordan, District Librarian, Instructional Technologist  
Laura Poland, Licensed Specialist in School Psychology Counselor  
Kenyetta Jenkins, Middle School/High School Counselor  
Lisa Krumnow, Elementary Secretary  
Effie Williams, Middle School Secretary  
Lisa Harrison, High School Secretary  
John Tucker, Emergency Operations Coordinator / District Safety Coordinator

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## I. LEGAL NOTICES

### EQUAL OPPORTUNITY EMPLOYMENT PRACTICES

The Cayuga ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability, military status, 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 relating to discrimination for any of the reasons listed above, or sexual harassment, should contact Becky Thompson (Title IX Coordinator and 504 / ADA Coordinator). Please review the contents of District Policies DAA(Legal and Local) for additional information relevant to such concerns.

### EMPLOYMENT PRACTICES – RECOMMENDATIONS, HIRINGS

Announcements of job vacancies by position and location are posted on the district's website and in the display case located near the entrance to the business office.

The Superintendent has sole authority to make recommendations to the Board regarding the selection of all personnel. Each principal must approve each teacher or staff appointment to the principal's campus as provided by Education Code 11.202. Final authority for the selection and employment of contractual and noncontractual personnel is retained by the Board of Trustees. For applicable policy, see DC (Legal) and DC (Local).

### NONRENEWAL: TERM CONTRACTS

The decision to nonrenew a contract shall not be based on an employee's exercise of constitutional rights or based unlawfully on an employee's race, color, religion, gender, national origin, disability, or age. Reasons for proposed nonrenewal of an employee's contract may be found in the DF series of the Board Policy manual.

### EMPLOYEE STANDARDS OF CONDUCT

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

- \*Recognize and respect the rights and property of students, 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 campus and district procedures and policies.
- \*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 the State Board for Educator Certification not later than the seventh day after the superintendent learns of the incident.

### TEXAS EDUCATORS' CODE OF ETHICS

The Texas Educators' Code of Ethics has been adopted by the State Board for Educator Certification. All district employees shall adhere to the Code's standards.

(a) 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 and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

(b) Enforceable Standards

(1) Professional Ethical Conduct, Practices and Performance

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

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

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

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

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

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

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

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

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

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

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

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

Standard 1.13 The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

(2) Ethical Conduct Toward Professional Colleagues

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

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

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

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

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, 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 or who provides information for a disciplinary investigation or proceeding under this chapter.



### (3) Ethical Conduct Toward Students

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

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

Standard 3.3 The educator shall not 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, gender, disability, national origin, religion, family status or sexual orientation.

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

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

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

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

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

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

### HARASSMENT

Harassment of a coworker or student motivated by race, color, religion, national origin, disability, or age is a form of discrimination and is prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment. Please see Policies DIA and FFH in the Board Policy Manual for further explanation.

#### Sexual Harassment

Employee-to-employee: Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

Submission to such conduct is explicitly or implicitly a term or condition of employment.

Submission to or rejection of such conduct is used as a basis for employment decisions.

The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employee-to-student: Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other types of prohibited conduct include the following:

Engaging in sexually oriented conversations for the purpose of personal sexual gratification.  
Telephoning or texting students at home or elsewhere and engaging in inappropriate social relationships.  
Engaging in physical contact that would reasonably be construed as sexual in nature.  
Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.

In most instances, sexual abuse of a student by an employee violates the student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Student-to-student sexual harassment: Students shall not engage in sexual harassment toward another student or a District employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action. Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

Employees who suspect a student is being sexually harassed or abused by another employee or by another student are obligated to report their concerns to the campus principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse also will be reported to the appropriate authorities, as required by law.

An employee who knows of or suspects abuse of a child, including sexual abuse, must report his or her knowledge or suspicion to the appropriate authorities. For additional information regarding this legal requirement see Section V of this employee handbook, specifically the portions entitled "*Child Abuse Reporting Requirements*" and "*Bullying.*"

Employees with questions or concerns relating to any form of harassment should contact Mrs. Becky Thompson, Title IX Coordinator. For related district policy information, see Policies DF Series, DH Series, FFG and FFH in the Board Policy Manual.

## II. PERSONNEL ISSUES

### PERSONNEL RECORDS

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 (including personal cell phone number), emergency contact information, personal e-mail address, information that reveals whether they have family members. The choice to not allow public access to this information may be made at any time by submitting a written request to the district's HR Coordinator. New or terminated employees have fourteen days after hiring or termination to submit such a request.

Each district employee shall complete an Employee Handbook Receipt form annually. In addition to verifying employee receipt of the district handbook, the completed form is also used by the administration to update the staff directory. The handbook receipt form also serves as documentation of employees' decisions regarding the release of personal information. Please see GBA (Legal) and GBA (Local) in the Board Policy Manual for additional information.

### REQUIRED DOCUMENTS

Teachers and Administrators

Each professional teacher and administrator shall have on file with the superintendent of schools the following records:

1. Official copy of Texas Teaching Certificate \*
2. Up-to-date transcript with college seal, signature of registrar, and degree noted
3. Original service record
4. Form W-4 for federal income tax purposes
5. Contract

6. Teacher retirement membership information
7. Evidence of passing appropriate certificate testing (ExCET and/or TExES)
8. Copy of Social Security card
9. Copy of driver's license
10. Verification of criminal history check
11. Staff development/training documentation \*\*

\* Professional employees whose positions require SBEC certification or professional licensure are responsible for taking actions to ensure their credentials do not lapse. A certified employee's contract may be voided and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend their certification. A contract may also be voided if SBEC suspends or revokes certification because of an employee's failure to comply with criminal history checks.

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

### Paraprofessionals

Paraprofessionals are expected to maintain appropriate ethical standards, just as a teacher or administrator. Teacher aides are required to have the following information on file in the Administration Office:

1. Official copy of Paraprofessional Certificate
2. Original service record (documenting any years of service with other school districts)
3. Transcript from highest level of education attended
4. Form W-4 for federal income tax purposes
5. Copy of Social Security card
6. Copy of driver's license
7. Verification of criminal history check
8. Staff development/training documentation
9. When applicable, evidence of compliance with "highly qualified" expectations

All employees are subject to a review of their criminal history information at any time during employment. Criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC access to an employee's criminal history.

### **PAYROLL INFORMATION**

Paydays are on the 15th of each month or on the preceding Friday if the 15th falls on a weekend. The schedule of paydays for the 2023-2024 school year are: September 15, October 6, November 15, December 15, January 12, February 15, March 8, April 15, May 15, June 14, July 15, and August 15.

All employees must complete and sign W-4 forms at the beginning of each school year. See the Business Office staff for these forms.

If you need to make any changes in regard to your check and if you want the change to take effect for the next month's payroll distribution, then the revised information must be submitted to the Business Office prior to the first day of the month.

The district pays all salaried employees over twelve months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly payments, beginning with the first pay period of the school year. An employee who separates from service before the last day of instruction or retires under TRS will receive in his or her final paycheck a lump sum payment for wages actually earned.

Contractual employees who separate from employment with the district after the last day of instruction will continue to receive paychecks on the district's monthly paydates until they have received the amount of compensation they earned for the number of contractual workdays they fulfilled. For such work separations, the amount of compensation earned by employees will be determined based on the daily rates of pay recorded on faculty members' salary calculation notices.

Certified classroom teachers, full-time librarians, full-time nurses and full-time counselors will be paid no less than the compensation amounts included in the state's minimum salary schedule. However, the compensation amounts in the salary schedules for Cayuga ISD and the Anderson County Special Education Co-op are determined on an annual basis and are not related to the state's schedule in a manner that results in faculty members being paid fixed amounts above the state's minimum salary schedule. Neither past nor future salaries can be calculated, assumed or predicted on the basis of the current year's salary schedules.

#### PAYROLL DEDUCTIONS

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions,
- Federal income tax required for all full-time employees,
- Medicare tax.

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. Salary deductions are automatically made for unauthorized or unpaid leave.

#### CAFETERIA PLAN BENEFITS

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.

#### CONTINUATION OF HEALTH INSURANCE

Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Other than these circumstances, the district does not pay any portion of insurance premiums for employees on leave. Regardless of their leave status, staff members remain responsible for the employee portion of their health insurance premiums.

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

#### LEAVE AND ABSENCE POLICIES

##### Personal Leave

A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. Under authority of Education Code 22.003 and to preserve the employee's leave entitlement while minimizing disruption to the instructional program, the Board requires that employees differentiate between uses of personal leave as:

Discretionary - to be taken at the individual employee's discretion, for which it is possible to set a schedule in advance. Discretionary leave shall not be allowed in the following circumstances:

1. The day before a school holiday
2. The day after a school holiday
3. Days scheduled for state assessments, end-of-semester, or end-of-year exams
4. Professional or staff development days
5. Other – except in extenuating circumstances as approved by the Superintendent or designee

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

#### State Personal Leave

Employees' leave days are available for their use at the beginning of each school year. However, employees earn their state personal leave at the rate of one-half workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually.

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

State personal leave accumulates without limit and is transferable to other Texas school districts.

#### Local Personal Leave

**The District will give two personal leave day per year.** Local personal leave shall accumulate to a maximum of two workdays and shall be taken with no loss of pay. If not used, local leave days will not be paid for at the end of the school year.

#### Request for Use

1. A notice of request for discretionary personal leave (state or local) shall be submitted to the employee's immediate supervisor, principal or designee two (2) days in advance of the anticipated absence.
2. Discretionary personal leave may not be taken for more than three (3) consecutive days except in extenuating circumstances as determined by the Superintendent or designee.

Please refer to DEC (Legal) and DEC (Local) for the definition of immediate family, district policy relevant to recording the use of sick leave, and additional explanation of employee leave benefits.

#### TEMPORARY DISABILITY LEAVE

Certified Employees – Any full-time employee whose position requires certification from the State Board of 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. If disability leave is approved, the length of leave shall be no longer than 180 calendar days. When an employee is ready to return to work, the superintendent shall be notified at least thirty 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.

Policies DEC (Legal and Local) include additional provisions regarding temporary disability leave.

#### ASSAULT LEAVE

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

PERFORMANCE APPRAISALS OF TEACHERS

Evaluation of an employee’s job performance should be a continual process that focuses on improvement. Performance appraisals shall be based on the Texas Teacher Evaluation and Support System (T-TESS), including cumulative performance data gathered by supervisors throughout the year. Reports, correspondence, walk-through data / forms, and memoranda also can be used to document performance information. For additional information related to the district’s implementation of T-TESS, see the DN series of Board Policy.

Teacher Appraisal Calendar:

1. Earliest Appraisal Date: September 6, 2023
2. Observe no day prior to and no day after a student holiday
3. No observation on days scheduled for:
  - A. end-of-semester, end-of-year, or end-of-course exams
  - B. state assessments
  - C. standardized tests
4. Last Appraisal Day / Summative Conference Deadline: April 19, 2023

Teacher Appraisers:

Tracie Campbell, Zach Williams, and Jay Thompson

ARRIVAL AND DEPARTURE TIMES

The school day for teachers not assigned to supervisory duties will be from 7:30 a.m. until 4:00 p.m. Teachers on duty should be at their assigned duty area by 7:30 a.m. There may be occasions for teachers to arrive earlier or stay later. (Examples: faculty meetings, staff development, district or campus site-based meetings, special programs, open house, etc.)

FACULTY MAILBOXES

All mail will be placed in your box upon delivery to the school. Do not use your mailbox for storage. Please check your mailbox after you sign in each morning, during your conference or lunch period, and prior to leaving each day.

LUNCH

Each teacher and paraprofessional has a thirty-minute duty free lunch. They may eat lunch wherever they choose. Staff members in other job assignments, such as maintenance, custodial and food service employees, have a thirty-minute duty free lunch for which they are not compensated.

WORKLOAD AND WORK SCHEDULES

Professional employees and academic administrators are exempt from overtime pay and are employed on a ten, eleven or twelve month basis. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

OVERTIME APPROVAL

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 supervisors. For additional information regarding district procedures related to overtime, please see the contents of District Policies DEAB (Legal and Local).

DRESS CODE FOR EMPLOYEES

The dress and grooming of District employees shall be clean, neat, appropriate for their assigned duties, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. At a minimum, the apparel of all employees is to comply with the guidelines of the student dress code. Teacher attire shall reflect the standards of the profession and promote student respect. Final authority on the appropriateness of employee grooming and attire rests with the Superintendent or his designee. Campus administrators will make decisions regarding what are allowable exceptions in faculty dress for non-typical job assignments and special events.

All employees should dress appropriately for classroom assignments. Shorts are not to be worn in the classroom. Hem lengths for skirts must be at or below the knee. Garments worn over leggings must also be at the knee. Clean jeans completely free of holes, frays, or tears are permissible as professional work attire. Dress sandals and open toed dress shoes are acceptable, but flip-flops are not permitted. In the event of an emergency, employees must be able to transition quickly and safely to secure locations, which may likely include running.

Because adults serve as role models for students, Cayuga ISD staff members are also expected to dress in a manner compliant with the standards described above when attending school sponsored activities and events. Employee attire at school related events shall reflect the district's dress code and the community's expectations of educators. Employees are expected to differentiate themselves from adolescent students in a professional manner and to assert themselves as adults on the campus.

#### APPROPRIATE LANGUAGE

At no time, should any faculty or staff member use profane or vulgar language while in the performance of any school-related duty or in the presence of students or colleagues. This includes classroom, lunchroom, workrooms, athletic fields, shop areas, etc.

#### BEING A POSITIVE EXAMPLE

We ask students to be prompt, abide by rules, etc., but sometimes we can be guilty of not setting a good example for them to follow. We all need to work hard at abiding by our rules and policies. This shall include all school board policies, administrative policies, items in this handbook, and related items in the student handbook.

As educators, we continually stress punctuality to our students. So, let's be sure to set a positive example for them to follow. Teachers should always be in their classrooms when the bell rings. When classes are changing and at the end of the school day, teachers should be at their doors so they can supervise hall behavior.

Insist that all students use Mr., Mrs. or Miss when addressing or referring to adults. Correct them when this is not done.

#### OUTSIDE EMPLOYMENT AND TUTORING

Employees are required to disclose in writing to their immediate supervisors 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. Teachers are not allowed to privately tutor their students for pay, except during the summer months. Policy DBD (Local) offers further explanation.

#### EMPLOYEE INVOLVEMENT

At both the campus and district levels, Cayuga ISD offers opportunities for involvement in matters that affect employees. As part of the district's planning and decision-making process, employees may either be asked or 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. Additionally, district employees are encouraged to attend meetings of the Board of Trustees to gain insight into their operations, procedures, and decisions.

#### ATTENDANCE OF SCHOOL FUNCTIONS

All teachers are requested to take an active interest in school functions and to show this interest by their attendance. Student plays, band concerts, athletic events, end of year programs, and graduation should have your full consideration. We owe our fellow teachers our moral support and, when possible, we should support them and the students with our presence. In many cases, these functions are our only informal contact with many of the students we teach each day. Teachers are required to attend graduation and end-of-the-year programs.

### EXTRACURRICULAR DUTIES

Extracurricular duties have been distributed as fairly as possible among our teaching staff, but some of these activities normally require more time and effort than others. Each teacher, whenever possible, is expected to help out with various activities even though they are not direct sponsors.

### ELIMINATING NEGATIVE DISCUSSIONS

Set the example by never talking negatively about other teachers, classes, students or school policies or allowing students to do so in your classroom. Class time is for instructional purposes in teachers' assigned subject.

### UNEMPLOYMENT COMPENSATION BENEFITS

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.

### WORKERS' COMPENSATION INSURANCE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Claims Administrative Services. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the Business Office staff.

### COMPLAINTS AND GRIEVANCES

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 grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. The district's policies (Policy DGBA Legal and Local) concerning the process for resolving concerns and complaints are outlined in Section D of the on-line policy manual and are accessible at the "School Board" link on the district's website, [www.cayugaisd.com](http://www.cayugaisd.com). The forms that can be used by employees to initiate formal grievance procedures are available in the Business Office and can be obtained from the superintendent's secretary.

### EMPLOYEE ARRESTS AND CONVICTIONS

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

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

### RESIGNATIONS

Contract employees may resign from their positions without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the employee's principal or 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).



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

### **III. PRACTICES AND PROCEDURES**

#### **ACTIVITIES CALENDAR**

All activities sponsored by Cayuga High School, Cayuga Middle School, Cayuga Elementary School and any other department connected with the district must be on the Campus Calendar. All activities must be approved by the sponsor and principal. There will be no activities scheduled until they have been approved and placed on the calendar in the office of the principal. All activities shall be scheduled prior to the last two weeks of school.

#### **INTERCOM SYSTEM ANNOUNCEMENTS**

All announcements should be written or typed, exactly as they are to be read over the intercom, and submitted to the office prior to the beginning of the school day. All announcements must be signed by the faculty member who submitted them. The principal will decide whether or not the submitted messages are appropriate for inclusion in the school's announcements.

#### **PEP RALLIES, ASSEMBLIES**

All secondary teachers are expected to attend pep rallies, assemblies, etc. To help maintain order and discipline, teachers should sit with students. Do not tolerate any poor behavior or actions during such activities. Proper conduct in large groups is a skill each student should master.

#### **PURCHASING PROCEDURES**

A purchase order will be used for all items purchased for school use, including items purchased with school credit cards. Purchase order forms are provided in the principal's office. Completed forms are to be returned to the principal's office for approval prior to the purchase. If the purchase order is approved by the principal, it will then be forwarded to the business office for final approval before the requested purchase is made. No purchases, charges or commitments to buy goods or services for the district can be made without authorization and issuance of a purchase order number. The district is not obligated to reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase items for personal use through the district's accounts.

When the business office receives a bill for purchased items, a copy of the bill will be forwarded to the purchaser or principal. The bill should then be reviewed to verify receipt of the ordered merchandise. Please sign the bill and return it to the principal. After the bill has been signed and returned to the business office, payment will be made.

Itemized receipts for credit card purchases are to be provided to the business office. Credit card bills alone do not comply with this expectation.

#### **ACTIVITY FUND REGULATIONS**

Activity funds consist of monies received and held by the district to be expended for the benefit of students in accordance with Cayuga ISD policy, CFD-Local. Specifically, activity funds accumulate from the collection of student fees and approved fundraising activities. Activity funds should be expended on an annual basis so that the students who generated the funds receive the benefit of their use.

All fundraising activities involving a vendor or requiring public solicitation must first be approved by the campus principal. For that reason, all fundraising sponsors must complete the district's "Fundraiser Authorization Form." This application specifies the type of fundraiser to be conducted, the sponsoring organization, and the purpose of the fundraising effort. The principal will retain a copy of the "Fundraiser Authorization Form" and return the original to the sponsor.

Sponsors conducting fundraisers are responsible for maintaining accurate records of all sales activity.

Sponsors are also responsible for safeguarding and accounting for funds received from or on behalf of students and student organizations. Receipts should be given or a detailed log maintained for all funds that are received. This regulation also applies to donated funds.

Sponsors are to maintain copies of all documents (sales records, receipt books, deposit slips, vendor invoices, etc.) related to the fundraisers they conduct. Such documents are to be retained for audit purposes for a period of seven (7) years and must be made available upon request.

Sponsors are to keep fundraiser merchandise secured at all times. They are to maintain records of the amount of merchandise distributed to students and the amount of fundraising proceeds owed for such merchandise. The campus principal is to be notified if student obligations are not met.

Money collected from fundraisers is not to be kept overnight in desks, file cabinets or other unsecure locations. It is also not to be taken home by school employees. If collected funds cannot be submitted to the Business Office by the end of the school day, then they are to be secured in a campus safe. Such funds are to remain secured until the fundraiser sponsor can complete a deposit slip and submit the funds to the Business Office for deposit. However, personal checks collected during fundraisers are to be submitted to the Business Office and deposited within one week of the date that they are written. In fact, all collected funds (cash or checks) are to be submitted to the Business Office for deposit within a week of being received.

Money collected in fundraising efforts is to be deposited intact, that is, in the same manner in which it was received. For example, cash received during fundraisers is not to be replaced with personal checks. (No personal checks are to be cashed from fundraising proceeds.) In addition, cash collected from fundraisers is not to be used to pay invoices from vendors, purchase supplies or for any other purpose. No expenditures should be made using undeposited cash.

In addition to fundraisers, all money collected by school organizations for fees, dues, or any other purpose must be submitted to the Business Office for deposit in the relevant student activity account. These types of funds are also to be secured in a campus safe until they are submitted for deposit. They are to be submitted to the Business Office within one week of being received.

All disbursements from activity funds, including payments to fundraising vendors, will be made by issuance of an activity fund check. Requests for disbursement of activity funds will be made in compliance with Cayuga ISD purchasing policies and by use of an "Activity Fund Purchase Order." Such purchase orders are to be approved by the campus principal prior to submission to the Business Office. Appropriate supporting documents (original invoice or detailed receipt) are to be attached to the purchase order. Balance due statements or credit card receipts that only show a total amount owed are not acceptable forms of documentation because they do not provide appropriate detail of the transaction.

Prior to the expenditure of activity funds, an "Activity Fund Purchase Order" is to be completed and authorized by the campus principal. Payment may not be made for purchases (including credit card transactions) if they were made before receiving administrative approval. Such expenditures may then become the responsibility of the individual incurring the expense.

#### ACTIVITY FUND REGULATIONS – RELEVANT PROCEDURES

##### Deposits to Student Activity Accounts

1. Fill out a deposit slip. List all checks on the deposit slip -- by names, not check numbers.
2. Be sure to write the name of the activity account (Examples: Band, Sophomore Class) on the deposit slip.
3. Provide a brief explanation of the type of funds that are being deposited, such as "t-shirt fundraiser" or "FFA dues." It is permissible to include funds from multiple fundraisers or from multiple student organizations on the same deposit slip if sponsors keep their own records regarding the sources of the deposited funds. Otherwise, sponsors are expected to submit separate deposit slips for each fundraiser and for each student organization making a deposit.
4. Make two copies of deposit slips. Keep one copy and give the other one to the Business Office staff.

5. Leave the pink deposit slip in the record book and submit the white and yellow copies with the deposited funds.
6. Organizational sponsors are responsible for having another school employee verify the amount of the funds that they deposit. Both the sponsor and the verifying employee are to sign the deposit slip.
7. All checks and cash received during fundraising efforts must be deposited in student activity accounts. Such funds may not be used to make purchases or payments of any kind.

#### Disbursements from Student Activity Accounts

1. Disbursements of student activity funds are made by using an “Activity Fund Purchase Order.” The P.O. form can be obtained from either the campus office or business office.
2. Prior to making a purchase, (a) complete the purchase order, (b) obtain signature by the campus principal, and (c) submit the purchase order to the Business Office for a purchase order number. Following these steps will help the Business Office to be informed about purchases made by student organizations prior to receiving a bill for the purchased items. This process will also assist the Business Office in responding to inquiries from organizational sponsors about the balances in student activity accounts.
3. When items are purchased, a detailed receipt or invoice is to be submitted to the Business Office.
4. When submitting an invoice to the Business Office, provide instructions about what is to be done with the activity fund check (mailed to vendor, returned to sponsor, etc.).
5. A copy of the “Activity Fund Purchase Order” will be returned to the organizational sponsor after the check has been typed.
6. Copies of monthly reconciliation reports for student activity accounts are provided to organizational sponsors. Once the information on the reconciliation report has been verified for accuracy, it should be signed by the sponsor and returned to the Business Office staff.

#### TRAVEL EXPENSE REIMBURSEMENT

Before any travel expenses are incurred by an employee, the employee’s supervisor must give approval. Prior to approving employee travel, supervisors will consider the availability of school vehicles in order to limit district reimbursement for employees’ travel in their personal vehicles. 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 be reimbursed for travel expenses.

#### SCHOOL TRIPS, BUS REQUESTS

All school trips must be well planned and approved by the sponsor and principal. When district employees take Cayuga ISD students on off-campus trips, the supervision and safety of students is the highest priority. For that reason, prior administrative approval is required for employees to possibly include other guests on such trips.

While driving a school vehicle, including a bus, cell phone use of any kind is prohibited.

Transportation requests must be submitted at least ten (10) days prior to trips. The sponsor will receive a written copy of the transportation department’s response to the trip request. Trip request forms for the use of a school bus are available in each principal’s office. There must be a sponsor (teacher or coach) on each bus taken on a trip.

#### USE OF SCHOOL VEHICLES

Priority Use of School Vehicles:

2007 & 2009 Ford Expeditions (Primary Keyholder – Transportation Coordinator)

1. Transporting Students for Curricular and Extracurricular Purposes
2. Authorized Faculty

2019 Ford Expedition (Primary Keyholder – Transportation Coordinator)

1. Authorized Faculty – Conferences, Professional Development, Meetings
2. Student Organizations

2019 Ford Pickup – Ag Truck (Primary Keyholders – Agriculture Teachers)

1. Agricultural Travel
2. Student Organizations
3. Authorized Faculty

2004 Ford Pickup, 3/4 Ton -- Maintenance Truck (Primary Keyholder – Director of Operations)

1. Maintenance Department Purposes
2. Authorized Faculty

2007 Chevrolet Pickup – (Primary Keyholder – Transportation Coordinator)

1. Authorized Faculty
2. Student Organizations

2000 Ford Pickup, ½ Ton (Primary Keyholder – Director of Operations)

1. Transportation Department Purposes
2. Authorized Faculty

Guidelines:

- The number of persons in school vehicles is limited to the number of seat belts.
- Employees are prohibited from using cell phones while transporting students in any school vehicle.
- School vehicles are to be driven only by school employees.
- The travel logs kept in school vehicles should be completed prior to departure from the school grounds and upon arrival back at the campus.
- To limit the district's need to reimburse employees for school-related travel, the availability of school vehicles should be determined prior to use of personal vehicles. If possible, employees should use school vehicles for school-related trips.
- To use the school's SUVs, trip request forms are to be completed and forwarded to the Transportation Director. To use other school vehicles, employees are to request the consent of the primary keyholder.
- Employees should use the SUVs only after obtaining authorization from the Transportation Director. If multiple requests are made for a school vehicle on the same date, the Transportation Director will determine the highest priority use of the vehicle.
- When the Ford Expeditions are not in use, they are to be parked under the canopy near the playground.
- Garbage and trash are to be hauled only in the Tractor or Maintenance Pickup.
- The interiors of school vehicles should be kept clean. Employees and students are expected to remove their trash from the school's vehicles.
- Any damage to a school vehicle during employee use is to be reported to the Transportation Director.

### BUILDING MAINTENANCE

Every teacher, staff member, and student must assume responsibility for keeping our buildings in good condition. As a teacher, you are responsible for the care of the classroom in which you teach. You are asked to do the following each day.

1. Check desks, tables, and chairs for marks, cuts, and other acts of vandalism. Report any incident to the office the day it occurs with the name of the student responsible.
2. Students are required to keep all paper off the floor. Take time at the end of each class period to clean up.
3. To conserve energy, adjust thermostats appropriately at the end of each day.
4. Keep outside (building) doors closed.
5. Keep classroom doors closed as much as possible.
6. If you share a room with another teacher, be sure to leave the room clean and ready for use by the next class.
7. Chairs are to be kept away from walls at all times. Do not permit students to lean their heads against the wall or to place feet on chairs or walls.
8. Students are always required to keep all four legs of their chairs on the floor.

9. Do not permit students to slide their chairs across the floor or against the baseboards of the walls.
10. Students should not take any food or drinks outside the cafeteria, unless they are eating at the tables in the designated area. Students must be responsible for placing trash in the proper receptacles.

#### COPYRIGHTED MATERIALS

Employees are expected to comply with the provisions of 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.). Audiovisual materials are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

A/V materials obtained from the Region VII ESC may be shown regardless of copyright laws or warnings. Those brought from sources other than the Region VII ESC will require administrative approval prior to being shown to students. Please refer to EFE (Legal), EFE (Local), and EFE (Exhibit) in the Board Manual for further explanation.

#### TECHNOLOGY RESOURCES

The district's technology resources, including its networks, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for instructional and administrative purposes. Limited personal use is permitted if the use imposes no tangible cost to the district, does not unduly burden the district's technology resources, and has no adverse effect on job performance or on students' academic performance.

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.

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

#### PERSONAL USE OF ELECTRONIC MEDIA (Policy DH)

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall not use the district's logo or other copyrights material of the district without express, written consent.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
  - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
  - Copyright law [See Policy EFE]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (Exhibit)]

See “Use of Electronic Media with Students” (below) for regulations on employee communication with students through electronic media.

#### USE OF ELECTRONIC MEDIA WITH STUDENTS (Policy DH)

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

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

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

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

“Communicate” means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a communication; however, the employee may be subject to district regulations on personal electronic communications. (See Personal Use of Electronic Media, above. Unsolicited contact from a student through electronic means is not a form of communication.

“Certified” or “licensed” employee means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

- The employee may use any form of electronic media, except text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. The employee is required to notify his or her immediate supervisor of any such communication.

- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 10 p.m. and 6 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:  
 Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records.  
 [See Policies CPC and FL]  
 Copyright law [Policy EFE]  
 Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or other forms of electronic one-to-one communication.

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

**EMPLOYEE CELL PHONE USE**

Employee use of personal cell phones while supervising or instructing students shall be limited to emergency situations. While driving a school bus, cell phone use of any kind is prohibited. Employees are also prohibited from using cell phones while transporting students in any school vehicle.

Cell phones issued by the district to school employees are intended for school-related needs, not personal use. Employees using school-issued phones for merely personal calls may be required to reimburse the school for such expenses and/or forfeit their ability to use the district’s cell phones.

**FUNDRAISING GUIDELINES**

Purpose:

To facilitate fundraising activities that provide revenue for District organizations while providing quality products or services to the community.

General Guidelines:

Fundraising shall be of a nature that:

- provides a product or service that is valuable and accepted by the community,
- provides a positive image for the sponsoring organization,
- minimizes intermediate vendors,
- may be concession sales tied to existing school events,
- does not overlap or conflict with similar fundraising efforts.

Sponsors shall be in charge of all fundraising activities. All fundraising activities must be conducted for a reasonable length of time. There shall be no fundraising activities conducted during class time. All fundraising activities shall be conducted before school or after school. No sponsor shall allow a

student to miss a class to perform duties for fundraising activities. Students are also not to be excluded from school events or activities based on their level of participation or nonparticipation in fundraising activities.

Approval:

Prior to conducting fundraising efforts, sponsoring organizations are to request approval from the relevant campus administrator using authorization forms available in the Principal's and Superintendent's Offices.

#### CLASSROOM DISRUPTIONS

Teachers should not excuse students from their classrooms to enter other classrooms in session unless absolutely unavoidable. Teachers should also make every effort to avoid entering other classes in session as this type of interruption disrupts the learning atmosphere.

#### HALL PASSES

Middle school and high school students must have a hall pass when they leave the class for any reason. These hall passes are worthless unless we use them properly. If you let several students go to the library, please go with them. Be conscious of chronic users of hall passes. Never let a student leave a class to visit someone in another class or to make a phone call unless it is absolutely necessary.

#### EXCUSING STUDENTS FROM CLASS

Students should not be excused from class to work on material for another class or subject. Teachers should not ask for students from another class. Classroom time is limited and valuable; therefore, students should be in class and learning the entire class period unless there is an emergency. As noted above, middle school and high school students must have a hall pass if they leave during the class period.

#### PERSONAL PROPERTY

If you leave money, purses, or any personal valuable items in your room when you are not in the area, items should be kept in a locked compartment or cabinet. Please keep your room locked when not in use.

#### VISITORS IN THE WORKPLACE

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 be issued badges and 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.

Professional development activities are not for children or students. Please make arrangements for your children on these days. Do not bring pre-school age children with you to work. If a special event/activity that might be appropriate for pre-school age children is planned at school during the school day, obtain permission from your principal prior to bringing the child to school.

#### SUBSTITUTES

As soon as possible, teachers should notify the principal or secretary concerning expected absences. Substitute teachers will be called from the school district approved substitute list. The principal or secretary will arrange for all substitutes, including those who are needed for only a portion of the school day.

Each teacher will generate a substitute folder containing a set of emergency plans for each class. The folder should include, but not be limited to, the following: class roll, names of dependable students, lists of procedures for taking attendance, general classroom rules, list of children with special needs, and procedures for class work and tests.

#### WEATHER-RELATED CLOSINGS, DELAYS

The district may close or delay the start of school because of inclement weather or emergency conditions. When such conditions exist, the administration will make the official decision concerning the closing of the district's facilities. When it becomes necessary, district officials will notify a local radio station (KYYK – 98.3) and television station (Dallas – Channel 5). If possible, the district will also use its automated calling system to inform faculty members and students' parents of such matters.



#### IV. SAFETY AND HEALTH MATTERS

##### SAFETY, CRISIS PLAN

Each teacher should have a copy of the Safety / Crisis Plan. It needs to be personalized with name, campus, and an indicated “safe” area in your classroom for the “Shelter in Place” section. Students need to be familiar with the required actions for each emergency situation. Safety plans should be posted in each classroom, office, and building on campus. These may be obtained from the Principal’s Office.

Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Our campus is also equipped with multiple automated external defibrillators. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

The following are Safety / Crisis procedures for Cayuga ISD:

Shelter in Place - All students and personnel will stay in place. All doors must be locked. No one will be allowed to leave until all is cleared. Students should be familiar with this procedure. The purpose of Shelter in Place is to keep people safe by not moving around in cases such as severe weather, intruder, fights, riots, drive by shooting, child missing, abduction, hostage, or gang activity.

Building Evacuation - All students and personnel will exit the school building to the football field. Students should be familiar with exits and routes. Building Evacuation should be used any time it is safer to be outside and removed from close proximity of the buildings in cases such as bomb threat, utility, or structural problem.

Fire Evacuation - All students and personnel will evacuate to predetermined designated areas avoiding blacktop areas, roads, and major access areas. Students should be familiar with exits and routes. This code will be used any time it is safer to leave the building, as in case of fire.

Site Evacuation - All students and personnel will exit to buses located at the designated areas. This procedure is for times when it is safer to locate, by bus emergency evacuation, to a safer site away from the district campus, such as a gas leak, law enforcement order, etc. ALL students and personnel will be loaded on buses and moved off the school campus. Parents will pick up their students at a designated area.

Emergency Medical Evacuation – Helicopters providing Careflight services may land at district facilities that are not occupied. The district’s athletic fields are acceptable locations for such landings as long as they are unoccupied; not being used as a game site.

##### ALCOHOL AND DRUG ABUSE PREVENTION

Cayuga 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 are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during work hours may be dismissed. Policies DH(Local) and DI(Exhibit) provide additional information on this matter.

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

Any employee whose duties require a commercial driver’s license (CDL) is subject to drug and alcohol testing. Teachers, coaches or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle. Alcohol and drug tests

will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may also be conducted following accidents.

### TOBACCO PRODUCTS

According to Section 38.006 of the Texas Education Code, the board of trustees of a school district shall:

1. prohibit smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property;
2. prohibit students from possessing tobacco products at a school-related or school-sanctioned activity on or off school property; and
3. ensure that school personnel enforce the policies on school property.

Smoking or using tobacco products, by any individual, is prohibited 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. Employees shall not use tobacco products on district premises, in district vehicles, nor in the presence of students at school or school-related activities. Prohibited items include smokeless products, electronic cigarettes, and any other electronic vaporizing device. For additional information, see Board Policies DH and GK.

### REPORTING ACCIDENTS, INJURIES

All accidents resulting in injury to a student on school property must be reported immediately to the school nurse and principal. All types of accidents must be reported whether in the classroom, in the hall, during a school sponsored activity, or on the school grounds, regardless of the extent of the injury. In the event of a serious injury, the teacher should accompany the student to the nurse's office.

### BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Cayuga ISD, in accordance with Health and Safety Code, Chapter 81, Subchapter H, and analogous to OSHA Bloodborne Pathogens Standard has developed a Bloodborne Pathogens Exposure Control Plan. All employees who have been identified as having occupational exposure to blood or other potentially infectious materials are offered the hepatitis B vaccine, at no cost to the employee. For additional information, please see the Cayuga ISD Bloodborne Pathogens Exposure Control Plan posted in each campus workroom.

### SCHOOL NURSE SERVICES, DISPENSING MEDICATION

Excluding emergency situations, students will not be sent to the school nurse without a form completed and signed by the teacher. The nurse will then document any action taken.

All medication will be kept and dispensed by the school nurse. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent. Medication must be in its original, properly labeled container when brought to the nurse. The needed treatment for serious illnesses or injuries will be considered on an individual basis by the student's principal and the school nurse.

### HEALTH & SAFETY TRAINING

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

### PEST CONTROL TREATMENT

Cayuga ISD Maintenance Director Frank Robinson serves as the school's Integrated Pest Management (IPM) Coordinator.

Employees are prohibited from applying any pesticide or herbicide without appropriate training and the prior approval of Mr. Robinson. 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. In addition, individual employees may request in writing to be notified of pesticide applications.

## **V. STUDENT CONCERNS**

### **DISCIPLINE**

Students are expected to follow classroom rules, along with those defined by the student handbook and code of conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been approved by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Teachers are expected to handle minor discipline problems that occur in their classrooms or during assigned duty. We should be firm, fair, and consistent in our disciplinary actions and leave no doubt in the student's mind they have been disciplined.

Teachers should refer to the Student Code of Conduct for management of student discipline. Students should always have a clear understanding of why they are being disciplined. Teachers are expected to conduct their classes in a manner conducive to a learning atmosphere. Poor conduct by a student results in a waste of time for the student, teacher, and class.

If all other measures have been exhausted and corporal punishment (refers to paddling only) is to be administered, it must be done so by a certified teacher or administrator only, and it must be carried out in the presence of another certified teacher or administrator. At Cayuga Middle School and Cayuga High School, corporal punishment is to be administered in the presence of the principal or designee. Corporal punishment shall be administered out of the presence of other students/members of the class. Do not send a student to another teacher to paddle. Check the "no corporal punishment list" to ensure each student is being disciplined properly. Corporal punishment shall be administered after other methods have been exhausted. Corporal punishment shall be administered for discipline only. It is very important not to pull, jerk, push, or use physical force to discipline a student.

The principal must be made aware of any discipline problems you have dealt with during the day. Place the "Discipline Referral Form" in the principal's mailbox so he/she can update the student discipline file and also be made aware of the problem.

When you need help with misconduct, please fill out an office referral form and send the student to the office. When filling out the form for a particular student, please avoid using the name(s) of any other students. Accompany the student if you feel it is necessary. It is important the teacher nearest you is aware of your situation and is available to supervise your class in your absence.

Please read and be aware of all information in the student handbook for your campus. It is the responsibility of all staff members to make sure rules are followed by all students. Be consistent in your efforts to discipline students. Do not discuss with students any disciplinary action that has been taken pertaining to other students.

### **BULLYING**

All employees are responsible to report student complaints of bullying to the principal of the student making the complaint. The district's policy includes definitions and procedures for reporting and investigating bullying of students. School-related acts of bullying include engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District. The remainder of the school's policy provisions regarding bullying are outlined in Policies FFI (Legal and Local).

### HAZING

Students must have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. Initiation rites may be permissible. However, 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 student’s principal.

### CHILD ABUSE REPORTING REQUIREMENTS

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. Reports to Child Protective Services (CPS) can be made to a local office or to the Texas Abuse Hotline (800-252-5400).

State law specifies that an employee may not delegate to or rely on another person to make the report. State law also specifies that 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.

Abuse is defined by the SBEC and includes the following acts or omissions:

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

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

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

Employees must cooperate with child abuse and neglect investigators. 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. Please refer to FFG (Legal) and FFG (Exhibit) in the district’s policy manual for additional information.

### INTERNET SAFETY FOR STUDENTS

The school district will provide education for its students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. The students will also be offered instruction related to cyberbullying awareness and appropriate responses.

### TRANSPORTING STUDENTS

If a student requires transportation home during the day or needs transportation after an event, a second adult should accompany the teacher or sponsor. When possible, the student should be transported in a school bus or the school vehicle. Exceptions will be determined on an individual basis by the campus principal.

### PROPER HANDLING OF SCHOOL KEYS

Under no circumstances should a teacher give students their keys to outside doors or classrooms. If students are to enter your classroom after school hours, you should accompany them. All teachers should

have a key for their room door, desk, and storage cabinet. Please contact the principal if you have a problem with a lock or key.

## **VI. INSTRUCTIONAL RESPONSIBILITIES**

### **LESSON PLANS**

Daily lesson plans are required. Planning should be as accurate as possible. Lesson plan books are provided and new lesson plans should be made each week. Plans should be flexible and attempt to meet the needs of the students. Lesson plans shall be made following the relevant Texas Essential Knowledge and Skills (TEKS) thereby ensuring that all the TEKS are taught. Lesson plans for secondary English Language Arts, Science, Math, and Social Studies teachers must document appropriate, differentiated instruction for any identified Gifted/Talented students. All modifications (G/T, 504, ESL, etc.) must be documented in lesson plans. These plans are a reflection of “happenings” in your classroom. Instructional aides shall be informed of lessons or instruction of the classroom to which they are assigned.

Lesson plans will be checked for the proper documentation.

### **GRADING, CONFERENCES AND PROGRESS REPORTS**

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student’s performance indicates the level of mastery of the designated Texas Essential Knowledge and Skills (TEKS) and/or district objectives. The student’s mastery level shall be a major factor in determining the grade for a subject or course. Grading shall reflect student achievement. A sufficient number of grades shall be taken to support the average grade assigned. Guidelines for grading shall be clearly communicated to students and parents.

Teachers shall send parents written notices (progress reports or report cards) of their students’ performance in each class or subject every three weeks. This is required for all students regardless of whether they earn passing or failing grades. Please see the appropriate student handbook for requirements regarding returning progress reports and report cards.

Please see Board Policies EIA (Legal) and EIA (Local) for additional grading information on End-of-Course Examinations, Academic Dishonesty, Recording Failing Grades, Make-up Work, and Grades for Unexcused Absences and Suspension.

### **HOMEWORK**

1. Home study assignments are necessary for a student to develop independently the ability to plan or organize, to give practice in study skills, and to provide for drill, preparation, and recall.
2. Home study assignments have a purpose and students should understand this purpose.
3. A wholesome relationship between home and school should be one of the important goals achieved in the assignment of homework.
4. A reasonable amount of homework is an important part of a student’s education. Advanced students are not to be penalized with excessive amounts of homework.
5. The term “homework” also includes home study assignments in which no written work is to be returned.
6. For secondary students, it is strongly recommended homework be primarily of the weekly, long-range, and study type, rather than day-to-day assignments, with the exception of math.
7. In accordance with Board policy, homework will be evaluated and feedback will be provided by the teacher. Homework must be returned to the student prior to testing of the information.

### **INSTRUCTIONAL MODIFICATIONS**

According to PL94-142 and Section 504, you will have some students in your class who will have modifications for their work. These modifications are in place because of some type of disability the student is experiencing. The modifications must be followed and presented in a positive manner. Since they are required by law, there are no options concerning whether or not you want to use the modifications.

Teachers are responsible for documenting modifications made in their classrooms for individual students. Modifications or study guides provided for the entire class need not be documented.

Questions concerning modifications and procedures for Section 504 should be directed to Becky Thompson, 504 and Title IX Coordinator.

#### STUDENT RECORDS

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 ones 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.

#### PLANNING / CONFERENCE PERIOD

All teachers have a scheduled planning/conference period. This period is designed for parent conferences and for planning purposes. Please take advantage of this valuable time. Proper use of this period will result in excellent instruction for all students.

#### TEXTBOOKS

Textbooks will be checked out through the teacher to each student. Lost textbooks should be reported to the office immediately. Students are to pay for the textbooks before another textbook is issued. Teachers shall keep a record of the number of books issued to each student. Books must be covered by the student under the direction of the teacher. Books must be returned to the teacher at the close of the session or when the student withdraws from school.

#### LIBRARY SERVICES

Teachers are encouraged to schedule classes into the library. Other than elementary library classes scheduled during elementary teachers' conference times, all teachers must accompany and remain with their classes while in the library. Equipment is to be checked out through the librarian. Teachers are responsible for replacement value of any materials checked out to them if the items are lost. Faculty input concerning additions to the library's collection of materials is encouraged.

## **POLICIES RELATED TO ACCEPTABLE USE OF CAYUGA ISD'S TECHNOLOGY RESOURCES**

You are being given access to the District-provided technology resources listed below. It is important that you read the applicable District policies, administrative regulations, and this agreement form. [See policies CQ and DH, and provisions on use of electronic media in the employee handbook.]

Please contact Jackie Willingham at 903-928-2102, Ext. 039 if you have questions or need help understanding this material.

The following guidelines apply to all District networks, e-mail accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

Additionally, the District prohibits harassment through electronic means regardless of the device used, the network used, or the location of use. [See District policies DH, DIA, and FFH.]

Inappropriate use of the District's technology resources may result in revocation or suspension of the privilege of using these resources, as well as other disciplinary or legal action, in accordance with applicable District policies, administrative regulations, and laws.

You are being given access to the following technology resources:

- A District e-mail account;
- A District e-mail account, including access to cloud-based (online) document storage and collaboration space (*Google Apps for Education*);
- District computer hardware, software, and printers on your school campus;
- District networks, including document storage space;
- Access to District-owned technology resources for use at home; and
- District-filtered Internet access.

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 use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

If you are being issued a District-owned technology device that can be used off campus, you will be given additional materials addressing the proper use, care, and return of these devices.

### **Rules for Responsible Use**

- You will be assigned an individual account for access to approved District technology resources, and you are responsible for not sharing your password or other account information with others.
- District technology resources are primarily for instructional and educational purposes. Limited personal use is allowed only if the rules in this agreement are followed and the use does not interfere with your assigned duties.
- You must comply with the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), and any other applicable law or policy regarding records retention and confidentiality of student and District records.
- You must maintain the confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
- Please remember that all communications sent through District e-mail accounts may be perceived as communications on behalf of the District. Consequently, all e-mails sent from District e-mail accounts are subject to the District's acceptable use policy, and an employee who violates the policy may be disciplined accordingly.
- When communicating through e-mail or other electronic means, you must use appropriate language and etiquette as you would when communicating face to face. Always be respectful.
- Only authorized District staff may communicate with District students through electronic means, including social media, e-mail, and text messaging. If you are unsure whether or not you are authorized to communicate with a student through electronic means, ask your supervisor. [See DH]

- Before use on a District device or for a District purpose, digital subscriptions, online learning resources, online applications, or any other program must be approved by the technology coordinator or principal. District staff should not accept terms and conditions or sign user agreements on behalf of the District without preapproval.
- Copies of potentially sensitive or confidential District records should not be sent, viewed, or stored using an online application not approved by the District.
- You must immediately report any suspicious behavior or other misuse of technology to your supervisor or other campus administrator.
- 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.

### **Inappropriate Use**

The following are examples of inappropriate use of technology resources:

- Using the resources for any illegal purpose, including threatening school safety;
- Accessing the resources to knowingly alter, damage, or delete District property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or District policy;
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable;
- Disabling or attempting to disable or bypass any Internet filtering device;
- Encrypting communications to avoid security review;
- Using someone's account without permission;
- Pretending to be someone else when posting, transmitting, or receiving messages;
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmission, or receipt of electronic media;
- Using resources to engage in conduct that harasses others;
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including material that constitutes prohibited harassment and "sexting";
- Using inappropriate language such as cursing, vulgarity, ethnic or racial slurs, and any other inflammatory language;
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder;
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18;
- Wasting school resources through improper use of the District's technology resources, including sending spam; and
- Gaining unauthorized access to restricted information or resources.

### **Consequences for Inappropriate Use**

The following are possible consequences of inappropriate use of technology resources:

- Suspension of access to the District's technology resources;
- Revocation of the account; or
- Other disciplinary or legal action in accordance with the District's policies and applicable laws.

### **Reporting Violations**

- You must immediately report to the technology coordinator any known violation of the District's applicable policies, Internet safety plan, or acceptable use guidelines.
- You must report requests for personally identifiable information, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal to the technology coordinator.

### **Return of Technology Resources and Records**

- Upon leaving employment, or upon request from the Superintendent, you must return any District-owned equipment or resources in your possession.



- You must also return any records, written or electronic, to the District for records retention if you have reason to believe you are retaining the sole copy of a record subject to records retention requirements. You must destroy (delete or shred) any other confidential records remaining in your possession.

**Disclaimer**

The District's technology resources are provided on an "as is, as available" basis. Cayuga Independent School District does not warrant that the functions or services performed by, or that information or software contained on, the system will meet the system user's requirements or that the system will be uninterrupted or error-free or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers or other third party individuals in the system that are those of the providers and not the District. The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or costs incurred by users. The user agrees that this limitation is intended to and does release the district from any claims, damages, or losses that may occur out of the use of this system. This District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to the misuses of the District's technology resources.

**2023-2024**  
**EMPLOYEE AGREEMENT REGARDING ACCEPTABLE USE**  
**OF CAYUGA ISD'S TECHNOLOGY RESOURCES**

I understand that my use of the District's technology resources is not private and that the District will monitor my activity.

I have read the District's technology resources policy, associated administrative regulations, and this user agreement and agree to abide by their provisions. In consideration for the privilege of using the District's technology resources, I hereby release the District, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my use of or inability to use these resources, including (without limitation) the type of damages identified in the District's policy and administrative regulations.

I understand that this user agreement must be renewed each school year.

Employee's Printed Name: \_\_\_\_\_

Employee's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CAYUGA INDEPENDENT SCHOOL DISTRICT  
2023-2024 EMPLOYEE HANDBOOK RECEIPT**

*NOTE: Please provide the requested information. Then, return this completed form to your supervisor / principal so that it can be forwarded to the Business Office.*

Employee's Name \_\_\_\_\_

Campus or Department \_\_\_\_\_

I hereby acknowledge receipt of the Cayuga ISD Employee Handbook. I agree to read the handbook and abide by its standards, policies, and procedures.

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

I choose to receive the employee handbook in electronic format and accept responsibility for accessing it by use of the "Handbooks" link from the district's website at [www.cayugaisd.com](http://www.cayugaisd.com).

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

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

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

I understand that I have an obligation to inform my supervisor and/or principal, and the business office of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor, principal or the business office if I have questions, concerns or need further explanation about the content of the employee handbook or district policy manual.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STAFF DIRECTORY INFORMATION**

Please provide the requested information for placement in the district's staff directory which will be distributed to employees and members of the Board of Trustees.

Phone # \_\_\_\_\_

Birthdate (Month/Day only) \_\_\_\_\_

Address \_\_\_\_\_

According to district policy, each employee shall choose whether to allow public access to district-held information related to the employee's home address, telephone number, emergency contact information, personal e-mail address or information that reveals whether or not the employee has family members.

Do you choose to allow public access to such personal information? >>  No  Yes