Support Staff Handbook

Visit the Caesar Rodney School District Web Site at www.crk12.org

Board Of Education

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Ms. Jessica Marelli, Vice President
Dr. Joyce Denman
Mr. Dave Failing
Mr. Scott Wilson
Dr. Kevin R. Fitzgerald, Executive Secretary

“Where Educational Excellence is a Tradition”
Dr. Kevin R. Fitzgerald, Superintendent of Schools
<table>
<thead>
<tr>
<th>Table of Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTION I .................................................................</td>
</tr>
<tr>
<td>PART A: DISTRICT POLICY ..................................................</td>
</tr>
<tr>
<td>BOARD OF EDUCATION .....................................................................</td>
</tr>
<tr>
<td>Board of Education Operational Goals ...........................................</td>
</tr>
<tr>
<td>Board Member Authority and Responsibilities ................................</td>
</tr>
<tr>
<td>Board Election Campaigns ........................................................</td>
</tr>
<tr>
<td>Regular Board Meetings ............................................................</td>
</tr>
<tr>
<td>FISCAL MANAGEMENT ....................................................................</td>
</tr>
<tr>
<td>Personal Debts of Employees .......................................................</td>
</tr>
<tr>
<td>Vendor Relations ........................................................................</td>
</tr>
<tr>
<td>Cash in School Buildings ..........................................................</td>
</tr>
<tr>
<td>Deposit of Receipts .....................................................................</td>
</tr>
<tr>
<td>COMMUNITY RELATIONS ................................................................</td>
</tr>
<tr>
<td>Complaints - School Personnel ....................................................</td>
</tr>
<tr>
<td>Gifts to the School District .........................................................</td>
</tr>
<tr>
<td>Soliciting Funds .........................................................................</td>
</tr>
<tr>
<td>Staff Directory ..........................................................................</td>
</tr>
<tr>
<td>Political Activities ......................................................................</td>
</tr>
<tr>
<td>Participation-Community Life ......................................................</td>
</tr>
<tr>
<td>PERSONNEL ................................................................................</td>
</tr>
<tr>
<td>Personal Expense Reimbursement ................................................</td>
</tr>
<tr>
<td>Procedures for Expense Reimbursement ..........................................</td>
</tr>
<tr>
<td>Absence ..................................................................................</td>
</tr>
<tr>
<td>Drug-Free Workplace ....................................................................</td>
</tr>
<tr>
<td>PART B: STATE LAW ....................................................................</td>
</tr>
<tr>
<td>Topic</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>Athletic Pass</td>
</tr>
<tr>
<td>Blood Bank</td>
</tr>
<tr>
<td>Change of Address or Marital Status</td>
</tr>
<tr>
<td>Child Abuse: Reporting Suspected</td>
</tr>
<tr>
<td>Corporal Punishment</td>
</tr>
<tr>
<td>District Office Hours</td>
</tr>
<tr>
<td>Dress Code for Staff</td>
</tr>
<tr>
<td>Electronic Surveillance and Recording</td>
</tr>
<tr>
<td>Emergency School Closing</td>
</tr>
<tr>
<td>Evaluation of Job Performance</td>
</tr>
<tr>
<td>Family Medical Leave Act</td>
</tr>
<tr>
<td>Fund Raising Activities</td>
</tr>
<tr>
<td>Hazardous Materials/Right-to-Know</td>
</tr>
<tr>
<td>ID Badges For Staff</td>
</tr>
<tr>
<td>Insurance Benefits</td>
</tr>
<tr>
<td>Interviews with Students</td>
</tr>
<tr>
<td>Job Descriptions</td>
</tr>
<tr>
<td>Jury Duty</td>
</tr>
<tr>
<td>Leave of Absence</td>
</tr>
<tr>
<td>Legal Leave</td>
</tr>
<tr>
<td>Mailboxes</td>
</tr>
<tr>
<td>Outside Business Interests</td>
</tr>
<tr>
<td>Paraprofessionals</td>
</tr>
<tr>
<td>Parental Leave</td>
</tr>
<tr>
<td>Paraprofessional Tuition Reimbursement</td>
</tr>
</tbody>
</table>
DISTRICT MISSION STATEMENT, LONG-RANGE GOALS, AND KEY PRIORITIES

Caesar Rodney School District

Mission Statement

Recognizing the value of each individual, and building upon our commitment to excellence, the Caesar Rodney School District is dedicated to the mission of preparing students for a successful, productive and purposeful life in a diverse, global community by:

- Providing quality educational opportunities for all students; and
- Promoting caring attitudes through the school community.

Long-Range Goals

- Meet or exceed the annual ESEA targets in all cells in the school accountability system.
- Maintain a safe environment in an atmosphere of caring discipline.
- Provide opportunities that encourage a partnership of families, district staff members, students and the community.
- Project revenue resources to maintain the strong financial position necessary to support the needs of the district.
- Coordinate the district’s resources and create a plan that aims to ensure all students enrolled in the Caesar Rodney School District for three or more consecutive years will perform at or above grade level by the end of the student’s third year of enrollment.

2021-2022 Key Priorities

1. Return safely and successfully to in-person learning
2. Focus on the whole child through the use of Multi-Tiered System of Supports (MTSS) which include Equity, Restorative Practices, Social Emotional Learning and Behavior and Academic Supports.
3. Ensuring every student has a safe learning environment to be heard, learn and develop as their authentic selves, using the recommendations of the District’s Equity Team.
4. Successfully open David E. Robinson Elementary and Magnolia Middle Schools.
5. Incorporate research based and innovative practices that will aid in the recruitment and retention of a diverse staff that is representative of the District.
6. Realign the District’s Elementary Schools for the 2022-2023 SY.
PHILOSOPHY OF EDUCATION

Caesar Rodney School District

The Caesar Rodney School District is dedicated to excellence in education. We strive to achieve this excellence by adhering to our system of beliefs.

We believe:

1. That all students can learn given sufficient time, quality instruction, a sequential curriculum, and an inviting, supportive, and safe environment. The district accepts its responsibility to provide these conditions.

2. That the responsibility for learning is, however, a cooperative venture. Students have responsibilities -- to attend school regularly, spend quality time on schoolwork, both in and out of school, and conform to acceptable standards of behavior. Parents have the responsibility to support and reinforce this school work ethic.

3. That our purpose is to provide opportunities for all of our students to develop intellectually, socially, physically, emotionally, and creatively. All students should have equal access to these opportunities.

4. That each of our students is a unique individual with different abilities, interests, needs, and backgrounds and is worthy of our time, effort, and respect.

5. That knowledge is ever changing and expanding. Ultimately, therefore, we must help our students improve their ability to think critically and learn how to learn. Learning is a lifelong pursuit.

6. That skill development is sufficient to help each individual achieve reasonable success with the communicative, decision-making, and computational demands of society receive priority.

7. That students should be encouraged to develop a value structure that includes commitment to the fundamental concepts of individual responsibility, respect for self and others, and pride in optimum effort of individuals.

8. That a code of discipline that is fair, impartial, consistent, and clearly communicated is essential to the learning environment. Consequences of code violations must be understood by students, parents, school personnel, and school board members.

9. That we should assist our students in developing an understanding of and respect for the multicultural heritage of racial, ethnic, religious, economic, and social groups as they exist in our schools, community, nation, and world.

10. That parents and community members are important and vital partners in the educational process. Their involvement should be encouraged and respected.
The Caesar Rodney School District is an Equal Opportunity Employer and does not discriminate in employment or educational programs, services or activities based on race, color, religion, national origin, veteran or marital status, age, disability, sexual orientation or genetic gender identification information in accordance with state and federal laws. Inquiries about compliance should be made to the Title IX, District 504 and ADA Compliance Officers: Paul L. Dunbar Administration Building, 7 Front Street, Wyoming, DE 19934. Phone (302) 698-4800

It is also the policy of this District to ensure that curriculum content and instructional materials used by our schools reflect the cultural and racial diversity found in our country, and to create an awareness of the rights, duties, and responsibilities of each individual as a member of the multi cultural, nonexist society.

Inquires about compliance with Title IX, Title VI, or VII may be directed to the compliance coordinators appointed in the district.

LEGAL REFS.:  
Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11245, as amended by E.O. 11375  
Equal Pay Act, as amended by the Education Amendments of 1972  
Title IX, Education Amendments of 1972  
Occupational Rehabilitation Act of 1973, Section 504  
Individuals with Disabilities Education Act

Note: The District appoints compliance coordinators for Title IX, Title VII and for Section 504 of the Rehabilitation Act of 1973, as required by law. These compliance coordinators serve as grievance officers and are responsible for the District’s efforts to comply with nondiscrimination requirements under Title IX, Title VII, and Section 504.

Nondiscrimination on the Basis of Sex  
(Compliance Violation Grievance Procedure)

Any student or employee of the Caesar Rodney School District shall have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX of the Education Amendments of 1972 or in Title VII of the Civil Rights Act of 1974.

Level One - Principal or Immediate Supervisor (informal)  
A student with a complaint of sex discrimination shall discuss it with the teacher, counselor, or principal.

Level Two - Title IX Compliance Officer  
If the grievance is not resolved at level one and the student wishes to pursue the grievance,
the student may formalize the grievance by filing a complaint in writing on a Compliance Violation Form, which can be obtained from the Title IX compliance officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal written complaint at Level Two must be within 21 days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting about the complaint be held with the Title IX compliance officer. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX compliance officer shall investigate the complaint and attempt to resolve it. A written report from the compliance officer about action taken will be sent to the grievant within 21 days after receipt of the complaint.

**Level Three** - Superintendent

If the complaint is not resolved at Level Two, the grievant may proceed to Level Three by presenting a written appeal to the Superintendent within 15 days after the grievant receives the report from the compliance officer. A decision will be rendered and conveyed to the grievant by the Superintendent or his designee within 15 days after receipt of the written appeal.

**Level Four** - Other Agencies

The grievant may file formal complaints with the Delaware Civil Rights Commission or other agencies available for mediation or rectification of affirmative action grievances, or may seek private counsel for complaints alleging discrimination.

### COMPLIANCE COORDINATORS AND GRIEVANCE OFFICERS

The following have been appointed to serve as the District's compliance coordinators and grievance officers. These coordinators can be contacted at the Paul L. Dunbar Administration Building at 7 Front Street, Wyoming, DE 19934 or at (302) 698-4800.

**TITLE IX: CIVIL RIGHTS ACT OF 1972**
(nondiscrimination on the basis of sex, educational programs)

**Compliance Coordinator**
Dr. Tamara Toles Torain, Assistant to the Superintendent

**Grievance Officer**
Amanda Mazzola, Supervisor of Human Resources

**TITLE VII: CIVIL RIGHTS ACT OF 1974**
(nondiscrimination in employment practices)

**Compliance Coordinator**
Dr. Tamara Toles Torain, Assistant to the Superintendent

**Grievance Officer**
Dr. Jennifer Martin, Supervisor of Instruction
**Compliance Coordinators and Grievance Officers (continued)**

**SECTION 504 OF THE REHABILITATION ACT OF 1973**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>District Coordinator</strong></td>
<td>Kevin Thompson, Director of Special Education</td>
</tr>
<tr>
<td><strong>Compliance Officers</strong></td>
<td>Building Principals</td>
</tr>
<tr>
<td><strong>Building Access Issue Officer</strong></td>
<td>Kimberly Judy, Director of Business and Finance</td>
</tr>
<tr>
<td><strong>Hearing Officer</strong></td>
<td>Tara Faircloth, Director of Instruction</td>
</tr>
</tbody>
</table>

**AMERICANS WITH DISABILITIES ACT (ADA) OF 1992**

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>District Coordinator</strong></td>
<td>James Pennewell, Supervisor of Facilities Management</td>
</tr>
<tr>
<td><strong>GENDER-EQUITY COORDINATOR</strong></td>
<td>Tara Faircloth, Director of Instruction</td>
</tr>
</tbody>
</table>

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Revised: August 2021
SECTION I

DISTRICT POLICY AND CODE OF DELAWARE

This section contains selected statements from the District Policy Manual and the Code of Delaware. District policy is equal to state statutes in the development of the programs of the District. Part A of this Division references District policy, whereas, Part B references State Law.

Copies of the policy manual are available in all District administrative offices, all school administrative offices, and school libraries as well as the district’s website. Copies of individual policies may be obtained from the District Office.

Change in District policy usually comes about after three readings at a meeting of the Board of Education. Changes in existing policy or new policy statements are referenced in the Board Highlights distributed after meetings of the Board of Education.

All employees need to understand the District is governed by the Board of Education and the Board expresses its expectations and directions through policy statements. Policy statements of the Board are influenced by local custom, state and federal laws, and regulations. Should a conflict exist between policy and state or federal law, the law supersedes the policy.

The administrative staff uses the District Policy Manual as a reference guide in drafting rules, regulations and procedures for the operation of the District.
The Board of Education is responsible to the people, all of the people, for whose benefit the District has been established. The Board's action will influence the course of education in the District's schools for years to come. By virtue of his/her responsibility, the Board and each of its members must look to the future and to the needs of all people more than the average citizen finds necessary. This requires a comprehensive perspective and long-range planning in addition to attention to immediate problems.

The Board's primary responsibility is to establish those purposes, programs, and procedures which will best produce the educational achievement needed by District students. It is charged with accomplishing this while also being responsible for wise management of resources available to the District. The Board must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and evaluating the results. Further, it must carry out its functions openly, while seeking the involvement and contributions of the public, students, and staff in its decision-making processes.

In accordance with these principles, the Board, through its mode of operating, will seek to achieve the following goals:

- To concentrate the Board's collective effort on its policy-making and planning responsibilities.
- To formulate Board policies which best serve the educational interests of each student.
- To provide the Superintendent with sufficient and adequate guidelines for implementing Board policies.
- To maintain effective communication with the public, staff, and students, in order to maintain awareness of attitudes, opinions, desires, and ideas.
- To conduct Board business openly, soliciting and encouraging broad-based involvement in the Board's decision-making processes by the public, students, and staff.

**Board Member Authority and Responsibilities**

Because all powers of the Board of Education derived from the state statutes are granted in terms of action as a group, individual Board members exercise authority over District affairs only as they vote to take action at a legal meeting of the Board.

In other instances, an individual Board member, including the president, will have power only when the Board, by vote, has delegated authority to him or her.

It is contrary to the Code of Delaware for any Board member to seek individually to influence the official functions of the District. The Board of Education and its members will deal with administrative services through the Superintendent and will not give orders to any
subordinates of the Superintendent, either publicly or privately, but may make suggestions and recommendations.

The Board of Education will make its members, the District staff, and the public aware that only the Board, acting as a whole, has authority to take official action.

**Board Election Campaigns**  
File: BBBG

The Board prohibits campaigning in the public schools by individual candidates or supporters of individual candidates for the Board, except that organizations may sponsor all-candidate forums for educational purposes.

The Board prohibits the posting or distribution of campaign materials associated with school elections on lands or within buildings owned by the District except that campaign materials may be:

- posted and distributed in a school rented for a campaign meeting or being used for an all-candidate forum; however, any such political materials may not be erected until the student day is over and must be removed from the school premises at the end of the meeting;
- used as classroom teaching aids on the condition that support for an individual is not solicited;
- allowed per the terms of a negotiated agreement with an employee bargaining group.

**Regular Board Meetings**  
File: BEA

At the July reorganization meeting, the Board of Education will determine the date, time, and place of each regular Board of Education meeting. Employees should refer to the District Activities Calendar published and distributed each year for the dates and locations of Board meetings. Staff members and citizens are encouraged to attend and are welcomed at all regular meetings of the Board.

**Agenda**  
File: BEDB

The Superintendent will submit to the Board of Education for its consideration, at least four days before a regular meeting, a tentative agenda which will set forth the recommended order of business for that meeting. Except for matters requiring immediate action, items will not be added to the agenda. Items presented at meetings of the Board, either by members of the Board or by others in attendance, will be referred to the administration for review and recommendation at a subsequent meeting of the Board.

With the submission of the tentative agenda, the Superintendent should provide the members of the Board with supporting data for the suggested items of business, together with a recommendation of the Superintendent, or a recommendation from a designated staff member. Except for confidential documents, informational data provided to the members of the Board will be available to the media and the public attending the meeting.

**FISCAL MANAGEMENT**

**Personal Debts of Employees**  
File: DGE
The Board of Education endeavors to have its employees serve as role models for its students. Good personal fiscal management is one attribute possessed by the ideal role model. It is with this attribute in mind that the Board adopts this policy.

Garnishments and tax liens, which are the result of legal procedures through which a part of an employee’s salary is withheld for the payment of a debt, must be honored in accordance with the state and federal laws.

When the District payroll office receives the first notice of a tax lien or a garnishment against an employee, the Director of Human Resources shall be notified.

The Director will schedule a meeting with the employee and inform the employee of:

• the District’s obligation regarding the garnishment, and
• the Board’s expectations regarding employees being positive role models.

If a second notice is received, the Director will send a letter of reprimand to the employee. If additional garnishments are received, letters of reprimand will be issued to the employee.

Should these steps fail to impress the employee of the necessity to become financially solvent and responsible and the employee continues to have liens or garnishments applied, more stringent disciplinary action will be considered appropriate if the financial irresponsibility is considered to be detrimental to the employee’s effectiveness on the job.

All letters of reprimand associated with this policy shall become a part of the employee’s personnel file.

**Vendor Relations**

Suppliers of goods and services are important to the school system. Their representatives will be given a courteous reception.

It is essential that the functions of pricing and supplier/contractor selection be carried out objectively and ethically. Therefore:

Employees who are not authorized to negotiate purchases will not indicate District preference to suppliers/contractors for any product or service or source of supply.

Employees who are in a position to recommend purchases and services and sources of supply and/or negotiate with suppliers and contractors will not:

• accept gifts, except for meals, of value greater than $75.00;
• solicit or accept gratuities, loans, or favors from present or prospective suppliers/contractors;
• perform any work or service for remuneration for a supplier/contractor except as disclosures of conflict of interest are properly made;

**Vendor Relations (continued)**

• give preferential treatment to friends, relatives, or former District employees; and
• disclose information about bids or other confidential matters not approved for general release.
District employees will not take any other action in relation to suppliers and contractors that will impair their ability to make purchasing decisions in the best interests of the District or that will give one supplier/contractor an unfair advantage over another.

The District's purchasing activity is designed solely to serve the school system. Purchase will not be made through the District or through the schools for individuals.

**Cash in School Buildings**

Cash in the schools is primarily from one of two sources. Receipts from events and activities are the primary form of cash in school. The other is cash for change.

**Deposit of Receipts**

All monies received shall be deposited on the day of receipt in the designated depository bank. The only exceptions are when cash is received after the close of normal banking hours or when the receipts are less than $100.00. A deposit shall be made when accumulated receipts exceed $100.00 or on the last business day of the week, whichever occurs first.

When monies are received after the close of normal banking hours, those monies shall normally be safely secured and deposited on the next business day, except when receipts are of sufficient magnitude to warrant being deposited after normal banking hours.

When the cash for change plus receipts from an event exceeds $500.00, the cash must be placed in a night depository of the designated bank.

Principals are responsible for arranging the availability of night deposit bags and depository keys for the event supervisor. Funds placed in the night deposit of a bank are to be removed the first school business day following the event. These funds shall be receipted and deposited per established procedures.

It is the responsibility of the principal to establish procedures to assure that all monies received when the school office is closed are placed in either the school safe or the bank night depository. No monies should be kept overnight in any location other than the school safe or secure cabinet authorized by the Director of Business and Finance.

**COMMUNITY RELATIONS**

**Complaints - School Personnel**

Any complaints from patrons regarding school personnel will be called to the attention of the immediate supervisor of the person upon whom the complaint is lodged and the latter will be notified. Any complaints not resolved at this level will be referred to the next higher level until resolved. Any situations which could result in excessive negative criticism of the school system should be brought to the attention of the appropriate administrator at the District Office.
**Gifts to the School District**

All gifts from individuals or organizations to a school or to the District must be accepted by the Board of Education and then become school property.

**Soliciting Funds**

No solicitation of funds shall be made from school personnel by outside agencies unless approved by the Board of Education.

**Staff Directory**

A directory of staff members will be compiled at the District Office. The use of such a directory is limited to District business and shall not be offered or sold to outside agencies.

**Political Activities**

The Board of Education recognizes that any school employee has the right to engage in political activities. Since such activities may interfere with the expected and/or assigned duties and responsibilities of the employee, political leaves may be granted. Such leaves will be without pay and for the purpose of campaigning for a candidate for public office or serving in a public office.

**Participation-Community Life**

Employee participation in community activities is to be encouraged. It is important to point out that the community will look upon the employee as a representative of the school system. Numerous occasions are certain to arise where the employee in their community activities will be called upon to explain or interpret school policies or procedures. In addition to the social and personal qualities necessary, the employee should be well-informed about the general aims, objectives, and procedures of all levels of the school system.

**PERSONNEL**

**Personal Expense Reimbursement**

Building principals will approve forms for all employees for whom they are responsible. The forms are to be initialed in the lower right-hand section prior to forwarding them to the District Office. The Supervisor of Business and Finance will approve reimbursement forms.

**Procedures for Expense Reimbursement**

1. Reimbursement for personal expenses for all employees must be submitted on the reimbursement form provided by the State (available at administrative offices).

2. All requests for reimbursement for personal expenses must be presented within thirty (30) days to be honored.

3. Forms are to be typewritten or filled in with ballpoint pen.

4. Reimbursements for mileage will be at the rate authorized by the State of Delaware.

5. Receipts (original) for train, bus, or plane; hotel, motel and parking garage; tolls and car rental must be attached to the reimbursement forms.
**Procedures for Expense Reimbursement (continued)**

6. Duplicate receipts are required when one or more persons share certain expenses. Such receipts must reflect the individual or single rate.

7. Use the remarks column to show name of meeting or conference attended. Include Title I, I.D.E.A., CREA-approved, etc. as a source for funding when appropriate.

8. Requests for cash advances for travel must be submitted 30 days in advance of the date of travel.

9. Standard reimbursement rates and other limits are listed in the District Policy Manual as Policy DKC-R.

**Absence**

Each building principal shall cause to have an accurate record of the absences from duty and reasons for absences of all personnel assigned to the building. The principal may require a statement from the employee when absent because of illness to the effect that he/she was unable to perform his/her duties during the period of absence. The employee’s supervisor may request a physician’s certificate if in his/her judgment this is necessary. In the case of an absence of more than 5 consecutive days, a doctor’s certificate is required. A permanent record of attendance will be maintained by the Payroll Department of the Director of Business and Finance.

**Drug-Free Workplace**

The Caesar Rodney School District will provide a drug-free workplace in accordance with the Federal Drug-Free Workplace Act of 1988 and its implementing regulations. The District’s goal is to prevent the illicit use of controlled substances and alcohol by the employees of the District.

The unlawful manufacture, distribution, dispensing, use, or possession, or being under the influence of controlled substances and/or alcohol by any employee during the work day, at any school activity or while in the performance of their employment by the District, wherever located, including when carrying out any Federal grant activity, is absolutely prohibited. Violation of this policy by any employee will be cause for disciplinary action, as outlined in the accompanying regulations, up to and including termination of employment and referral for prosecution. Observation of this policy is mandatory. In appropriate circumstances, disciplinary action may include completion of a mutually agreeable drug-abuse assistance or rehabilitation program at the employee’s expense; however, any applicable insurance benefits will be applied.

For purposes of this policy and related regulations, controlled substances are defined as any substances that have a profound and rapid mood-altering or intoxicating effect on the central nervous system and includes those substances that are illegal as defined by state and Federal laws, legal for adults but statutorily prohibited for those under age 21 (such as alcohol), legal by physician’s prescription only but obtained and/or used in non-prescribed ways, or any substances presented as or believed by the employee to be any such controlled substance.

All violations of the above policy shall be reported to the Superintendent, who shall report the violation to the appropriate police authority. Personnel action shall be taken in all cases of a chargeable offense under 16 Delaware Code, Chapter 47 or comparable federal law; however, a conviction for the charged offense shall not be necessary to take personnel action against the employee for a violation of the policy. The employee against whom such a personnel action is taken shall be entitled to due process pursuant to 29 Delaware Code, Chapter 101 and the rules and regulations of the State Board of Education.
**Drug-Free Workplace (continued)**

Nothing in this policy shall preclude the Board from taking concurrent and/or independent personnel action against the employee under 14 Delaware Code, Section 121(5) for immorality, misconduct in office, incompetency, or willful neglect of duty.

All employees shall notify the Superintendent in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction. Failure of the employee to make such a notification shall lead to discipline in keeping with the schedule outlined in the accompanying regulation.

Caesar Rodney School District employees who violate the District’s Drug-Free Workplace Policy shall be subject, as a minimum, to the following penalties:

**Violation**

1. First incident of possession, use, being under the influence of alcohol or dispensing alcohol to adults.

2. First offense of distribution of alcohol, dispensing alcohol to minors, or manufacture, possession, use, distribution dispensing or being under the influence of a controlled substance.

3. Second offense of possession, use, being under the influence of alcohol or dispensing alcohol to adults.

**Minimum Penalty**

Five days suspension without pay and/or participation in a mutually agreeable alcohol abuse program at the employee’s expense.

Termination.
PART B: STATE LAW

The following citations are not an inclusive list of state laws related to public school employees in the State of Delaware. It contains a selection of code that is among frequently asked questions by employees.

Payment of Debts as Condition of Employment

Section 5103, Delaware Code states: “No agency of the State shall employ, or retain upon its payroll, any person who refuses or neglects to make an effort to pay, by making regular partial payments on, any unsecured debt, duly contracted for by such person, while in the employ of the State. Whoever refuses or neglects to comply with, or violates, any of the provisions of this section, shall thereafter be disqualified for membership or employment in any such agency.”

State Employees Contributory Retirement Plan

Mandatory deductions are made for all employees as follows: effective January 1, 1998, pension contributions of 3% will begin after earnings exceed $6,000 in a calendar year. Therefore, employees will see a decrease in the net amount of their paychecks when the $6,000 exclusion threshold is reached. They will also notice a reduction in their Federal and State tax witholding amount when pre-tax pension deductions begin.

For any employee hired after January 1, 2012 the pension contribution increased from 3% to 5% after $6,000.00 earnings in any calendar year.

Delaware Federal Credit Union

Any school employee is eligible for membership in DFCU through direct deposit. Further information may be obtained by calling direct: 739-4496.

Paid Leave of Absence (Section 1318: Delaware Law)

a. Teachers and other school employees shall be allowed 10 days of sick leave per year with full pay; those teachers and other school employees employed 11 months a year shall be allowed 11 days of sick leave per year with full pay; and those teachers and other school employees employed 12 months a year shall be allowed 12 days of sick leave per year with full pay. Any unused days of such leave shall be accumulated to the employee's credit without limit.

b. In the case of a death in the immediate family of the employee, there shall be no reduction of salary of said employee for an absence not to exceed 5 working days. Members of the immediate family shall be defined as the employee's spouse or domestic partner; parent, stepparent or child of the employee; employee's grandparent or grandchild; employee's sibling; spouse of employee's child; any relative who resides in the same household; or any minor child for whom the employee has assumed and carried out parental responsibilities. This absence shall be in addition to other leaves granted the employee.

c. In the case of a serious illness of a member of the employee's immediate family, as defined in subsection (b) of this section that requires the employee's personal attention, an employee may use accrued sick leave. An employee needing sick leave under the provisions of this title shall inform that employee's own immediate supervisor of the fact and reason in advance, when possible, or otherwise before the expiration of the first hour of absence or as soon thereafter as practicable; failure to do so may be cause for denial of pay for the period of absence. Before approving pay for sick leave, the supervisor may at that supervisor's discretion require either a doctor's certificate or a written statement signed by the employee setting forth the reason for the absence. In the case of an absence of more than 5 consecutive days, a doctor's certificate is required as a condition of approval.
d. In case of the death of a near relative, there shall be no deduction in the salary of the employee for absence on the day of the funeral. A near relative shall be defined as: first cousin, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, grandparent-in-law, or any other friend living in the employee's household.

e. In the case of the observance of recognized religious holidays, an employee may be absent without loss of pay on no more than 3 calendar days per year. The days so lost are to be counted in the sick leave of the employee.

f. Any permanent and full time employee shall be excused from work with pay to attend training camp or special duty on orders as a member of the military reserves of the United States or the National Guard, not to exceed fifteen (15) days of the equivalent hours as required by the Delaware Code, on a prorated basis in any calendar year. Such training or special duty leave shall be deducted from their annual leave or in any other way result in loss of privileges or compensation to said employee. Any permanent or full time employee shall file a request for military leave with their employer at least two weeks prior to their leave, along with a copy of their official orders.

g. An employee may be absent without loss of pay no more than 3 days per fiscal year for personal reasons of the employee. Such absences shall be included in the sick leave of the employee. Such absences must be approved by the chief school officers.

h. An employee retired subsequent to June 1, 1969, after serving in covered employment under Chapter 55 of Title 29, shall, on retirement, be paid for each unused sick leave day, not to exceed 90 days. The total amount paid shall be based upon that portion of the salary computed in accordance with state schedules, regardless of the source of funding, and shall be based upon 50 percent of the per diem rate of pay in effect at the time of retirement. Effective July 1, 1986, in the event of the death of a teacher or other school employee, payment shall be made to that teacher's or other school employee's estate at the rate of 1 day's pay for each day of unused sick leave not to exceed 90 days. Effective July 1, 1991, for school employees of the Department of Education and school district boards of education the per diem rate shall be 1/185 in the fiscal year beginning July 1, 1999; 1/187 in the fiscal year beginning July 1, 2000; 1/188 for the fiscal year beginning July 1, 2001; and each succeeding fiscal year, of the annual salary based on state salary schedule for those employed 10 months; for those employed 11 months the per diem rate shall be 1/204 in the fiscal year beginning July 1, 1999; 1/206 in the fiscal year beginning July 1, 2000; 1/207 for the fiscal year beginning July 1, 2001; and each succeeding fiscal year, of the annual salary based on state salary schedule; and for those employed 12 months, the per diem rate shall be 1/222 of the annual salary based on state salary schedule. The local employing agency shall certify the number of days to which the employee shall be entitled.

i. The maximum amount of annual leave which any employee shall be permitted to accumulate shall be 42 days. At the end of each fiscal year, the accumulated annual leave of each employee shall equal not more than 42 days. Where, prior to the end of a fiscal year, an
Paid Leave of Absence (continued)

employee has accumulated more than 42 days of annual leave, such annual leave shall be adjusted to 42 days at the end of such fiscal year.

j. Effective September 1, 1991, the per diem rates used to pay retiring employees for accrued annual leave shall be identical to the per diem rates for sick leave contained in subsection (g) of this section.

k. Any absence not covered in subsection (a), (b), (c), (d), (e), (f), (g), or (h) of this section shall be considered unexcused.

l. A duly elected president of the Delaware State Education Association, as defined in Chapter 40 of this title, who requests a leave of absence without pay from a school board shall be granted a leave of absence by said school board from service for the duration of the elected term. Said employee shall be eligible to purchase health insurance for himself or herself and eligible dependents and other state benefits at that employee's cost during said leave of absence. Other duly elected officers of the Delaware State Education Association shall be granted 45 release days by the employing board to represent the Association for education-related business. The Association shall be responsible for the costs of substitute teachers when utilized to provide coverage for the elected officer. In addition, when the Association determines the need and makes a request for the hiring of a teaching partner, the duly elected officer shall be granted no less than 60 or more than 100 release days by the employing school board to represent the Association for education-related business. The teaching partner will be hired on a full-time and annual basis to ensure continuity of instruction during periods of time when the Association officer is engaging in education-related business as a representative of the Association. Release time granted pursuant to this section shall be in addition to other leaves granted the employee by this section. The Association shall be responsible for the cost incurred related to the hiring of the teaching partner. (14 Del. C. 1953, § 1318; 50 Del. Laws, c. 436, § 1; 50 Del. Laws, c. 602, § 1; 51 Del. Laws, c. 44; 55 Del. Laws, c. 147; 56 Del. Laws, c. 39; 56 Del. Laws, c. 287; 57 Del. Laws, c. 238; 58 Del. Laws, c. 120; 58 Del. Laws, c. 306, § 5f; 58 Del. Laws, c. 549; 59 Del. Laws, c. 456, § 1; 59 Del. Laws, c. 503, § 1; 62 Del. Laws, c. 35, § 1; 62 Del. Laws, c. 154, § 1; 62 Del. Laws, c. 345, § 1; 63 Del. Laws, c. 167, § 1; 66 Del. Laws, c. 96, § 1; 67 Del. Laws, c. 117, § 1; 68 Del. Laws, c. 84, §§ 186, 187; 69 Del. Laws, c. 64, § 272; 70 Del. Laws, c. 186, § 1; 70 Del. Laws, c. 425, § 351; 71 Del. Laws, c. 136, § 1; 71 Del. Laws, c. 180, § 69; 70 Del. Laws, c. 186, § 1; 72 Del. Laws, c. 215, § 1; 72 Del. Laws, c. 294, § 39; 72 Del. Laws, c. 395, § 352; 73 Del. Laws, c. 74, § 346; 73 Del. Laws, c. 312, § 258; 74 Del. Laws, c. 68, § 270; 74 Del. Laws, c. 307, §§ 308(c), 309; 75 Del. Laws, c. 89, § 343; 75 Del. Laws, c. 298, § 1; 75 Del. Laws, c. 350, § 354)
SECTION II  RULES, REGULATIONS, PROCEDURES

Within this section are administrative rules, regulations, and procedures for the operation of the District.

This is not a complete listing of all such rules, regulations or procedures. However, this is an attempt to bring together those rules, regulations and procedures which affect staff members on a rather frequent basis or for which it is felt all staff members need to be aware. Additional administrative rules, regulations and procedures are cited in other handbooks, the District Policy Manual, bulletins, memos or administrative announcements.

Absence from Work

In the event that an employee is unable to report to work, the employee must submit their absence request via the telephone or online using the Data Service Center. Employees are expected to report the reason for the absence and to indicate if the absence may be for more than one day.

Each supervisor will inform their staff of the procedures to be followed for reporting additional absences that follow the initial unexpected absence or other procedures to follow for absences caused by reasons which make it necessary for the employee to be absent from work.

All employees must submit an absence/leave report after each occurrence, stating the reason for their absence. Absences for employees will be charged in units of 1/4, 1/2, 3/4, or a full day.

Failure to report any absence in a timely manner will be considered unexcused or unauthorized and will result in deduction in salary (see p. 9, Deduction for Unexcused Absence) and other disciplinary action may be considered.

Employee’s consistent and punctual attendance on a daily basis is an essential responsibility to the success of ongoing school operations and the instructional program. The Board believes it is unrealistic to think there will never be absences among professional staff members; however, it is reasonable to expect all professional employees to maintain an exemplary attendance pattern. Failure to maintain an exemplary attendance pattern may result in disciplinary action.

Acceptable Use of the District’s Wide Area Network by Staff

The Caesar Rodney School District recognizes that access to technology in school gives staff greater opportunities to assist students in learning, engaging, communicating, and developing skills that will prepare them for work, life, and citizenship. We are committed to providing staff access to technology that will help students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use. For the purposes of this Acceptable Use Policy users are defined as all district staff.
Acceptable Use of the District’s Wide Area Network by Staff cont

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when granted permission to use personally-owned devices on any school campus within the district.

- The Caesar Rodney School District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Caesar Rodney School District makes a reasonable effort to ensure users’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert the IT Department immediately of any concerns for safety or security.

Technologies Covered

The Caesar Rodney School District may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, and email.

As new technologies emerge, the Departments of IT and Instruction will collaborate to incorporate use of these technologies throughout the district. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

Web Access

The Caesar Rodney School District provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn’t be, the user should follow district protocol to alert the IT Department.
Email
The Caesar Rodney School District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

Acceptable Use of the District’s Wide Area Network by Staff cont

If assigned an email account, district users should attempt to send and receive mail as securely as possible. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or IT policy.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0 / Collaborative Content
Recognizing the benefits collaboration brings to education, the Caesar Rodney School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy
The Caesar Rodney School District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the user. Users should report any loss, damage, or malfunction to the IT Department immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy
Users should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) secure during school hours—unless district or school Bring Your Own Device (BYOD) policies permit their use for educational purposes or in the event of an emergency.
Acceptable Use of the District's Wide Area Network by Staff cont

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without the expressed permission from the IT Department. In some cases, a separate network may be provided for personally-owned devices.

**Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If a user believes a computer or mobile device may be infected with a virus, please alert the IT Department immediately. Do not attempt to remove the virus or download any programs to help remove the virus.

**Netiquette**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn’t want parents, teachers, or future colleges or employers to see. Once something is online, it is viewable for all audiences—and can sometimes be shared and spread in ways you never intended.

**Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the telephone or Internet. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

If a user sees a message, comment, image, or anything else online that causes concern for personal safety, bring it to the attention of an administrator immediately.

**Cyberbullying**

(Refer to Caesar Rodney School District Bully Prevention and Cyber Bullying Policy: JICDB)

Cyberbullying will not be tolerated. Engaging in this behavior, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that user activities are monitored and retained.
**Limitation of Liability**

The Caesar Rodney School District will not be responsible for damage or harm to persons, files, data, or hardware.

While the Caesar Rodney School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, the District makes no guarantees as to their effectiveness.

**Acceptable Use of the District’s Wide Area Network by Staff cont**

The Caesar Rodney School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

**Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including Staff:

- Suspension of network, technology, or computer privileges
- Disciplinary Action up to and including termination

Legal action and/or prosecution

**Acts of Violence, Duty to Report**

State law requires all school employees to immediately report acts of violence against a pupil or school employee to the school principal or designee. In this instance, acts of violence shall include assault, offensive touching, terroristic threatening, extortion, and/or possession/use of weapons or drugs. The act of violence could be an act of a pupil, parent or guardian, or other person.

**Annuity Program**

Employees interested in a tax-sheltered annuity program may make application to the District Payroll Office to participate in Voya, setting forth the amount to be deducted each month. Procedures for implementing the annuity program may be obtained from the District Payroll Office.

**Appointments: Doctor, Dentist, Legal, Eye Examination, Etc.**

Except for emergency situations, employees should not schedule appointments for personal service during their normal duty hours.
**Asbestos Hazard Emergency Response Act Compliance**

All schools in the Caesar Rodney School District and in the State of Delaware have been inspected by Environmental Testing, Inc., 100 South Cass Street, Middletown, DE 19709 (ITI Project #01-158). A copy of the AHERA Management Plan is on file in the Administration Offices: 7 Front Street, Wyoming, DE 19934. Each school’s plan is also on file in the respective building principal’s office.

**Athletic Pass**

Each employee is issued an ID Badge with an athletic pass printed on the reverse side of the badge. Employees are expected to use this athletic pass in accordance with the conditions as stated on the pass. The pass is non-transferable and misuse constitutes cause for disciplinary action. Employees shall surrender the athletic pass upon termination of employment.

**Blood Bank**

The State of Delaware provides, without cost to all state employees, membership in the Delaware Blood Bank. For those who wish to participate, a form can be obtained from your Benefits Office.

**Change of Address or Marital Status**

Changes in an employee’s address or marital status should be reported immediately to the Human Resources Department and the Payroll/Benefits Office in the District by completing the CAMS Form available in the individual building’s main office or the District Office.

**Child Abuse: Reporting Suspected**

Delaware State law requires all school employees to report all instances of suspected child abuse or neglect involving students to the Division of Family Services. The principal is to be notified before any such report is made. Reports, including a written report, if requested, shall be made in accordance with the rules and regulations of the Division of Family Services.

The Code does provide immunity from liability, civil or criminal, to those making reports in good faith. Child abuse or neglect is defined as a physical injury, mental or emotional condition which is the result of abuse or neglect, negligent treatment, sexual abuse, maltreatment, mistreatment, non-treatment, exploitation or abandonment of a child under the age of 18.

**Corporal Punishment**

No teacher, administrator, official employee, or agent of the Board of Education may subject a student to corporal punishment. Corporal punishment means the intentional infliction of physical pain which is used as a means of discipline. Corporal punishment includes, but is not limited to, paddling and slapping, when used as a means of discipline. This policy does not prohibit a teacher, administrator, official employee, or agent of the Board of Education from (1)
**Corporal Punishment (cont)**

using reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person; (2) using reasonable and necessary force to obtain possession of a weapon, or other dangerous object within a pupil’s control; (3) using reasonable and necessary force for the purpose of self-defense or the defense of others; (4) using reasonable and necessary force for the protection of property; (5) using reasonable and necessary force to prevent a pupil from inflicting harm on himself or herself; (6) using reasonable and necessary force to protect the safety of others; or (7) using reasonable and necessary force to maintain order and control (SB15, 142nd General Assembly).

**District Office Hours**

On school days, the District operates from 7:30 a.m. to 4:30 p.m. The Human Resources Department is also open from 7:30 a.m. to 4:30 p.m.

Summer District Office hours are from 8:00 a.m. to 4:00 p.m.; however, appointments can be scheduled at other times by contacting the appropriate District administrator if the 8:00 to 4:00 schedule does not provide time to conduct needed business.

**Dress Code for Staff**

The Caesar Rodney Board of Education recognizes that staff members are role models for students. The Board recognizes the positive impact staff members have on students as they lead by example. To this end, it is expected that staff members dress professionally and maintain high standards of personal grooming.

In light of the nature of dealing with young, formative persons in the school setting, discretion and common sense call for an avoidance of any extreme which would interfere with the normal educational process. As role models, staff members should always be conscious of how their dress and grooming affect individual students.

**Electronic Surveillance and Recording**

The Caesar Rodney School District Board of Education authorizes the use of electronic surveillance and the recording of video and/or audio data in order to monitor student behavior and to help protect students and staff from breaches of security. Such electronic surveillance and recording may take place on school property that includes, but is not limited to, classrooms, hallways and stairs, auditoriums, cafeterias, gymnasiums, parking areas, athletic fields, and buses (both District owned and those owned by subcontractors). However, in no event shall video cameras be used at any time or in any location which would violate an individual’s reasonable expectation of privacy including, but not limited to, locker rooms, rest rooms or other areas where individuals would be expected to disrobe.

The decision to utilize electronic surveillance and/or recording devices on buses shall be made by the Director of Business and Finance or her/his designee. The decision to utilize electronic surveillance and/or recording devices on District owned property other than buses or
individual schools shall be made by the Director of Business and Finance or his/her designee. The decision to utilize electronic surveillance and/or recording devices in individual schools or on individual school sites shall be made by the building principal. However, in no event shall such means be used for classroom surveillance unless the principal of the school and the teacher of the classroom agree in writing to the surveillance. Electronic surveillance and/or recording devices may be used without prior notification to the general public, including students, as determined by the authorized decision makers listed above. Authorization to view and/or listen to electronic surveillance and or recordings will also be determined by those same authorized decision makers.

**Emergency School Closing**

If the weather or some other emergency condition creates a situation where the closing of school becomes a necessity, that information will be broadcast over radio stations WDOV, (AM 1410), WDSD (FM 92.9), WXPZ (FM 101.3), WBOC-TV (CH.16) and WMDT-TV (Ch.47). You may also call the toll-free State Voice Activated System at (877) 831-7215. In addition, School closing/delay/ or early dismissal information is available on the Department of Education web site at www.doe.state.de.us. (click on School Closing icon)

If school is closed for an emergency reason, ten-month staff need not report. Staff on a twelve-month employment basis are to report for work unless notified by phone. Each school will provide an emergency phone tree list for all staff members. Schools will also activate the Global Connect Telephone System to notify employees of school delays or closings.

In the event that school is open, but the buses are operating on a delayed schedule, staff members may report on a modified schedule. For example, if the buses are on a one-hour (sixty minutes) delay schedule, staff members may report thirty minutes after the regular reporting time. If bus schedules are delayed for any other time, staff members may report on the same one minute for two minutes modified schedule. Assuming the delayed start has been initiated because of hazardous travel, it is believed this modification will provide adequate time for staff to travel from home to school. Please adjust travel plans accordingly.

Before and Aftercare Programs will operate on their regular schedule on days when bus schedules are delayed. Before and Aftercare Programs operation during days when schools are closed will be determined by the program.

**Evaluation of Job Performance**

All support staff members shall receive an annual written evaluation of their job performance. The evaluation form contains a space for the employee to request a review of the evaluation by the Superintendent. If the employee does not add a comment to the evaluation or requests and administrative review of the evaluation, it is the District’s position that the employee understands the evaluation and the suggestions contained therein.
Family Medical Leave Act

The Family Medical Leave Act (FMLA) provides eligible employees with up to 12 weeks of unpaid, job-protected leave within a given 12 month period. It also requires that group health benefits be maintained during the leave. Employees planning to use Family Medical Leave Act or with questions regarding eligibility/regulations are to contact the Office of Human Resources. Additional information on FMLA may also be obtained through the U.S. Department of Labor’s website at http://www.dol.gov/whd/fmla/. See Fact Sheet 28M for specific information regarding military family leave.

Amendments to the FMLA by the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181, expanded the FMLA to allow eligible employees to take up to 12 weeks of job-protected leave in the applicable 12-month period for any “qualifying exigency” arising out of the fact that a covered military member is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. The NDAA also amended the FMLA to allow eligible employees to take up to 26 weeks of job-protected leave in a “single 12-month period” to care for a covered service member with a serious injury or illness.

In instances where an employee has accrued paid vacation leave or sick leave, the employee may request the accrued leave be credited for the absence in order to receive paid FMLA leave. FMLA leave will be used in conjunction with accrued vacation and sick leave if established requirements are met.

Fund Raising Activities

Specific procedures associated with fund raising will vary among the schools. The procedures to meet the building needs are available from the building principal. Principals must approve all fund raising activities in their buildings.

Hazardous Materials/Right-to-Know

It is the intent of the Caesar Rodney School District to provide for the safety, health and physical well-being of each employee of the District. To do so, the District will provide guidelines for the employees to follow while working with, or being exposed to, hazardous chemicals during their work shift. Each employee will be provided information and training opportunities to acquaint them with hazards they may work with or be exposed to. The procedures developed are intended not only to provide for the safety, health and physical well-being of the employee, but are intended to comply with OSHA Standards and State of Delaware Regulations related to hazardous chemicals and Employees Right-to-Know.

- Chemical Lists
  A workplace chemical list of all hazardous materials used or stored on school property has been prepared. For each chemical on the list, a Material Safety Data Sheet (MSDS) is
on file. One aspect of the training program for all employees will be to acquaint them with the chemical list and the MSDS file. Employees are instructed not to handle materials not listed on the chemical list until appropriate training for the handling of such materials has been provided.

- **Training**
  Employees are entitled to and are expected to receive training in the safe use of chemicals in the workplace. Upon completion of training, employees will be expected to sign a form signifying they have received the appropriate training in the safe handling of chemicals in the workplace through the Right-to-Know program.

- **Material Safety Data Sheet (MSDS)**
  The MSDS file is located in the office of each principal or designee. Employees have the responsibility of knowing if they have received training to handle chemicals that they are expected to work with as part of their regular job assignment.

- **Labeling**
  All containers holding chemicals have been labeled in a manner to inform the employee of the potential hazard of the material in the container. The labeling code is presented to the employee as part of the routine training program. It is an employee’s responsibility to be able to accurately interpret the label code on any material.

- **Placarding**
  Posters or placards are displayed at appropriate locations throughout the buildings of the District. These posters are for the purpose of informing employees of their Right-to-Know about any hazardous chemicals to which they may be exposed in the workplace. Employees are restricted from bringing a chemical into a building or area of a building that has not been appropriately labeled and for which there is no MSDS on file.

**ID Badges For Staff**

All District employees are issued an official Caesar Rodney School District ID badge. This badge must be worn and displayed at all times during normal work hours. The District expectation is 100% compliance with the requirement in the interest of school safety for staff and students. Lost or damaged badges may be replaced by calling the Office of Technology at the District Office. The reverse side of the District ID badge serves as the athletic pass for District employees.

**Insurance Benefits**

**Health/Dental/Vision Programs:** Eligible employee participating in the District-supported Health/Dental/Vision Programs should contact the Payroll/Benefits Office regarding change of coverage or questions regarding benefits. Employees are required to report any changes regarding dependents.
**Disability Insurance:** Under certain conditions, if an employee becomes disabled, the employee may be eligible for insurance benefits. An employee who has a disability condition should contact the Office of Human Resources regarding details about coverage and benefits.

**Liability Insurance:** All employees of the Caesar Rodney School District are covered by liability insurance in the amount of $3,000,000 per occurrence. The policy covers all employees while in the performance of their assigned duties. Employees should contact the Office of Human Resources if they need assistance in this situation or if they have any questions.

**Life Insurance:** Eligible employees may purchase group term life insurance. To be eligible, the employee must be either full-time, working 30 or more hours per week, or part-time, working at least 15 hours per week. The employee is insured for the full amount of the basic annual salary rounded to the next higher $1,000, subject to a maximum of $350,000. Coverage is also available for the employee’s dependents. Payment of premium is through payroll deduction. Information may be obtained from the Payroll/Benefits Office.

**Interviews with Students**

Only the principal or designee may authorize the questioning of a student by the police or any other investigating agency or individual.

Before the principal permits the questioning of a student, the person making the request must demonstrate why it is necessary to question the student in school rather than at home. No student is to be questioned in school by the police or any investigating agency or other individuals unless the principal or designee is present.

In addition, the principal shall make a reasonable effort to arrange for the child’s parent or guardian to be present or to authorize the interview.

**Interviews with Students (cont.)**

Custody and/or arrest may be made only within due process of the law, including presentation of a court ordered warrant as specified by law. The responsibility for notifying parents is placed upon the arresting agency.

**Job Descriptions**

The Office of Human Resources will provide all employees with a copy of the job description for the position to which they are appointed upon employment, transfer, or revision of their job description.

The job descriptions are not intended to be totally descriptive nor are they to be considered restrictive. Rather, they are indicative of the type of duties involved with each position.
**Jury Duty**

The District provides special leave for employees called to serve on jury duty. The District may request a change of date for jury duty if the work force does not permit an employee from serving at the time they are called. However, the District will not request complete excusal from jury duty.

Employees called for jury duty on a work day will be paid for the day providing:

1. The supervising administrator is informed of the jury call, and
2. The employee reports for work if jury duty ends before the end of the work day.
3. The employee will be issued a check through the court system for jury duty and the employee is entitled to keep the check.
4. The employee will be required to show evidence of jury service.

**Leave of Absence**

**Paid Leave:** Leave benefits associated with (a) employee illness, (b) death in the immediate family, (c) family illness, (d) funeral leave, (e) religious holiday, and (f) personal reasons, are listed in Section I of this Handbook.

**Unpaid Leave:** Requests for leave without pay shall be submitted to the employee’s immediate supervisor prior to the date of leave, except in emergency situations.

**Unauthorized/Unexcused Leave:** Leave for reasons other than those identified under paid leave and unpaid leave are considered unauthorized leave or unexcused leave. Employees absent for unauthorized reasons will have a salary deduction for the time of leave and other disciplinary action may be considered.

**Legal Leave**

Employees called to provide testimony as a representative of the District which necessitates an absence from duty are considered to be on duty with respect to salary and payroll. Such leave must be scheduled through the employee’s administrative supervisor and listed as "Legal Leave" on the monthly attendance record.

**Mailboxes**

Mailboxes assigned to employees are for the purpose of distribution of items authorized by the principal or special arrangements negotiated by the Board of Education. Persons desiring to distribute material via employee mailboxes in the school must obtain the authorization of the principal before distribution.
**Outside Business Interests**

Employees of Caesar Rodney Schools who also sell a service or product are not to engage in that activity with persons from outside the school, with employees of the District, or students during their work shift.

Employees who have such interests are not to conduct these activities in the staff lounges at any time or to use the District’s telephones or computers for private business purposes.

The employees of the District are to be free from solicitations from salespersons, from both outside and inside the school, while performing the task for which they are employed.

**Paraprofessionals**

Within the constraints of the annual operating budget, policies, and special conditions, qualified persons may be employed as paraprofessionals. However, professional staff members, and not paraprofessionals, are ultimately accountable for the delivery of professional services. No paraprofessional will be assigned duties that are ethically or legally those of professional staff members. The administration adheres to regulations relative to the recruitment, hiring, assignment, supervision, and evaluation of paraprofessionals.

**Paraprofessional Tuition Reimbursement**

Paraprofessionals may be reimbursed for college tuition based on the procedures established by the Association and the Director of Human Resources. There shall be a total District amount not to exceed $5,000 annually for Paraprofessionals to be reimbursed for coursework. Paraprofessionals must submit a PARAPROFESSIONAL TUITION REIMBURSEMENT APPROVAL FORM prior to the start of the class to be approved. Forms are located in each school building and in the Office of Human Resources. Directions for obtaining reimbursement are listed on the back of the approval forms. In the event funds allocated to the District cannot fund all eligible courses, the funds will be pro-rated so that each employee receives a share of the total District’s allocation.

**Parental Leave:**

Full time Employees of the District are entitled to 12 weeks of paid Parental Leave in accordance to the District’s Parental Leave Procedure. Employees must contact the Office of Human Resources for questions regarding paid parental leave.

**Payroll: Method of Payment**

Personnel are paid bi-weekly, and deductions for Federal tax, State tax, pension and Social Security and Medicare are made on each pay. This also includes bi-weekly deductions for health insurance, dental insurance, bonds, annuity, and insurance. The State requires all new employees
to be paid by direct deposit. Direct deposit of pay is a condition of employment.

**Personal Leave**

Except in emergency situations, prior approval is a prerequisite in order to receive this benefit. Except for emergency situations, requests for personal leave are to be submitted to the employee’s supervisor two work days prior to the day of leave.

Unless extenuating circumstances are associated with the request, leave will not be authorized for employees assigned to a school for days before or after an in-service day, school vacation, holiday or the first and last five days of the school year.

**Private Use of School Equipment**

School equipment is not to be removed from the campus for private use without the permission of the Superintendent or the Director of Business and Finance. Use of school-owned equipment on campus for private use requires the approval of the building principal or the District administrator responsible for the equipment. Guidelines for the use of electronic equipment are included in the “Acceptable Use of the District’s Wide Area Network by Staff” policy.

**Reporting Job-Related Injury, Accident or Illness**

Employees are responsible for reporting any and all job-related injuries, accidents or illness immediately to their supervisor and the school nurse. Failure to do so could place a future claim for benefits under Worker’s Compensation insurance in jeopardy. Questions about Worker’s Compensation should be addressed to the Director of Human Resources.

**Responding to Teen Dating Violence and Sexual Assault**

The Caesar Rodney School District (the “District”) recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. The District strives to provide safe learning environments for all students.

**I. Definitions for terms related to Teen Dating Violence and Sexual Assault can be found at:**
FILE JLDBG or a copy can be provided by calling 302-698-4800 x131.

**II. Prohibition of Teen Dating Violence and Sexual Assault**

To further these goals and as required by, the District prohibits Sexual Assault and Teen Dating Violence by any person at any school function or on any school property.

**III. Confidentiality**

**A. School Counselors, Mental Health & Medical Professional**

These professions are bound by their professional licensure and code of ethics and as such they are required to maintain confidentiality. The Family Education Rights and Privacy Act
("FERPA") rather the HIPAA (the Health Insurance Portability and Accountability Act of 1996) applies to the confidentiality of education records, including health information, and the consent required to disclose education records. However, certain information can be released in particular circumstances such as; law enforcement investigations, mandatory reporting (such as child abuse) and in the course of certain judicial or administrative proceedings. Mental health and medical professionals are required to maintain confidentiality of all information acquired from clients in a professional capacity (including information regarding teen dating violence) except in the following situations: a student communicates and explicit and imminent threat to kill or seriously injure a clearly identified victim or victims (including themselves), or any suspicion of child abuse, or in a case when the student presents with serious burns or respiratory tract burns, non-accidental poisoning, stab wounds, bullet wounds, gunshot wounds, powder burns or other injury caused by the discharge of a gun, pistol or other firearm.

A. Other School Employee, Including Teachers & Administrators
These professionals are bound by confidentiality of FERPA. However, once a school employee knows or reasonably should know of possible sexual violence of a minor and/or any sexual violence that could have occurred in the school environment, the school employee must take immediate and appropriate action to explore the incident and keep the student victim safe.

IV What Must be Reported and to Whom
Certain school crimes, threats of harm to self or others, child abuse, and sexual violence of a minor and/or any sexual violence that could have occurred in the school environment requires mandatory reports to either law enforcement and or DFS. In and of themselves, teen dating violence, sexual behaviors and teen pregnancy do not require mandatory reports. The following circumstances require a mandatory report under 14 DEL.C§4112:

A. Violent Felony in the School Environment (includes Assault in the First and Second Degree, Unlawful Sexual Contact in the First and Second Degree and Stalking);
   1. An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction.

B. Assault in the Third Degree in the School Environment
   1. An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction.

C. Unlawful Sexual Contact Third Degree in the School Environment

Responding to Teen Dating Violence and Sexual Assault (cont)

1. An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction

D. Abusive Sexual Behavior against a Minor regardless of Where the Incident Occurs.
   1. An immediate report shall be made to DFS. Law enforcement should also be contacted.
E. Abusive Sexual Behaviors against a Student 18 Years of Age or Older in the School Environment.
   1. An immediate report shall be made by the school principal or designee to the appropriate police jurisdiction
F. Threats of Harm to Others (Mental Health provider only)
   1. An immediate report shall be made to appropriate police jurisdiction.

I. How to Respond to Teen Dating & Sexual Dating

There are different protocols to follow depending on the nature of the incident and whether a mandatory report is required. Refer to the State of Delaware Child Protection Accountability Commission Guidelines for Responding to Teen Dating and Sexual Violence in Delaware Schools, Updated 2014.

II. How to Respond to Child Abuse and Neglect

Refer to the State of Delaware Child Protection Accountability Commission Guidelines for Responding to Teen Dating and Sexual Violence in Delaware Schools, Update 2014.

I. How to Respond to Teen Pregnancy

Refer to the State of Delaware Child Protection Accountability Commission Guidelines for Responding to Teen Dating and Sexual Violence in Delaware Schools, Update 2014.

II. How to Respond to Youth-Produced Sexual Images
   (often referred to as Sexting)
   Refer to the State of Delaware Child Protection Accountability Commission Guidelines for Responding to Teen Dating and Sexual Violence in Delaware Schools, Update 2014.

III. Consequences for Offense
   A student who commits the offenses of Teen Dating Violence or Sexual Assault is subject to disciplinary action up to expulsion in accordance with the Caesar Rodney School District Code of Conduct.

IV. Training
   A. All administrators, school nurses, and school counselors in the District serving students in grades 7 through 12 shall receive this policy and shall attend protocol training during the first year of assignment as an administrator, school nurse or school counselor, and at least once in every 3-year period thereafter pursuant to 14Del.C.§4112E. The training materials and training shall be developed and provided by the Delaware Domestic Violence Coordinating Council. Any in-service
training required shall be provided within the contracted school year as provided in 14Del.C§1305 (e).

B. The District shall ensure existing health standard programming related to comprehensive healthy relationships, based on Health Standards adopted by the Delaware Department of Education as approved by the State Board of Education, is provided in health education programs or related classes.

V. Immunity
A District employee, District volunteer or student is individually immune from a cause of action for damages arising from reporting Teen Dating Violence and/or Sexual Assault in good faith and to the appropriate person or persons using the procedures specified in this policy, but there shall be no such immunity if the act of reporting constituted gross negligence and/or reckless, willful or intentional conduct.

XII. Relationship to School Crime Reporting Law
An incident may meet the definition of Teen Dating Violence and/or Sexual Assault and also the definition of a particular crime under State or federal law. Nothing in this policy shall prevent school officials from fulfilling all of the reporting requirements of 14 DEL.C.§4112, or from reporting under that section. Nothing in this policy shall abrogate the reporting requirements for child abuse or sexual abuse set forth in Chapter 9 of Title 16 of the Delaware Code, or any other reporting requirement under State of federal law.

I. Policy Notification
The policy shall appear in the student and staff handbook and if no handbook is available or it is not practical to reprint new handbooks, a copy of the policy shall be distributed annually to all students, parents, faculty and staff.

II. Rules and Regulations

Safety Regulations

The principal is to assure the implementation of appropriate safety procedures. Employees are to become thoroughly familiar with all established safety regulations, building evacuation plans, the operation and location of signal alarms, fire extinguishers, and other devices located in their specific work area, as well as within the general locale of their assignment.
It is the employee’s further responsibility to:

1. properly direct fellow workers and students in procedures to follow in the use and handling of potentially dangerous materials.
2. properly instruct students in procedures to follow should an emergency arise, including use of safety devices, evacuation of the building, or evacuation to shelter areas.
3. take precautions for safe storage of all potentially dangerous material used in the performance of assigned tasks.
4. notify the administrative supervisor of any observed potential safety hazard.
5. take immediate steps to correct any safety hazard they observe.

Security and Keys

The buildings and equipment constitute two of the greatest investments of the District. It is essential that every effort and precaution be taken to protect the District’s investment.

An employee issued a key shall be responsible for its safekeeping.

**KEYS SHALL BE USED ONLY BY AUTHORIZED EMPLOYEES AND SHALL NOT BE LOANED TO OTHERS.**

Employees must return any issued key to the supervising administrator upon reassignment, transfer, termination, or conclusion of employment. Cost to replace a key and/or upgrade security due to lost or unauthorized duplication of a key will be borne by the employee.

Sex Offender Notification

Any student who is a registered sex offender is required by law to notify the principal of the school the student is attending. At the time of notification, the principal will take appropriate action to ensure the maintenance of a safe and orderly environment for all students.

All notifications of sex offenders received by the school or the District Office are maintained in a binder and kept in the main office of each school and the District Office. These binders may be viewed upon request by any adult or juvenile with adult supervision. Inquiries about the Sex Offender Registry can be made by calling the Delaware State Police at (302) 739-5882 or viewing the State Police web site at http://dsp.delaware.gov.

Smoke-Free Environment

The Board of Education of the Caesar Rodney School District recognizes that the use of tobacco is harmful. Therefore, it is the policy of the Caesar Rodney School District that all District buildings and grounds shall be smoke and tobacco free at all times. This applies to any property the District may own, lease or rent.
Staff Complaints Procedures

In order that employees of the Caesar Rodney School District may feel free to express their concerns, a complaint procedure is provided as the proper and official procedure for the resolution of complaints originating from the employees of the District.

Definition: A “complaint” shall be an allegation by an employee (or group of employees) that there has been a: 1) personal loss, and/or 2) injury, and/or 3) inconvenience, because of a: 1) violation, and/or 2) misinterpretation, and/or 3) inequitable application of Board of Education policies, administrative regulations, common practice, state or federal law, or DOE regulation that adversely affects the employees.

Note 1: A “complaint” is not to be confused with a “grievance”. A “grievance” is an allegation that the terms of a Negotiated Agreement have been violated. All "grievances" shall be processed exclusively per the terms of the Negotiated Agreement.

Note 2: It should be understood that the complaint procedure is open to all employees of the District. The decision to file a complaint is an individual one and all employees are assured that the use of this procedure is viewed as an employee "right" and employees are to be free of "pressure" if they use this procedure.

Steps for the Resolution of Complaints

Step One: Employees shall first discuss the issue with their immediate supervisor and inform the supervisor they believe they have a complaint. The immediate supervisor is the person who is responsible for supervising the employee's job performance and who is responsible for the evaluation of job performance.

Should the complaint be beyond the authority of the supervisor to resolve, the supervisor shall refer the employee to the appropriate administrative supervisor and arrange for a meeting of the employee and the administrative supervisor.

At the first meeting, the employee will be expected to identify the nature of the complaint and the desired remedy for resolution of the complaint.

The employee can expect to receive a written response from the supervisor within five (5) working days of the discussion of the complaint wherein the employee identified the complaint and proposed a resolution. The response from the supervisor will identify the administrator to whom the employee may appeal the supervisor's action if the employee feels the supervisor's action was not fair and/or appropriate.

Step Two: If the employee does not feel the resolution proposed by the supervisor at Step One
is fair and appropriate, the employee may appeal for further review. To do so, the employee should contact the administrator identified by the supervisor in the proposed resolution at Step One.

The notice to the administrator shall be presented in writing and shall include the following data:

1. The supervisor contacted at Step One; and
2. The policy, regulation, law or common practice the employee feels has been violated, misinterpreted or inequitably applied and
3. A suggested remedy for the complaint.

The employee can expect to receive a written response from the administrator within five (5) working days of the review unless the employee and administrator agree to an extended time. A copy of the administrator’s response shall be forwarded to the supervisor and the Superintendent.

**Step Three:** The issue will be considered resolved unless the employee forwards a written request to the Superintendent for further review within five (5) working days of receipt of the administrator’s Step Two response.

If the Superintendent cannot resolve the complaint to the employee’s satisfaction within ten (10) working days of receipt of the request for Superintendent’s review, the Superintendent shall refer the matter to the Board of Education at its next regularly scheduled meeting.

**Step Four:** The Board of Education shall determine the manner in which it will consider the complaint.

When the Board has determined how the complaint will be considered, the Executive Secretary of the Board will notify the employee of the process and inform the employee of the date that the Board will consider the complaint and the process the Board will follow in reaching a decision on the complaint.

Within five (5) days of the Board’s decision, the Board Executive Secretary shall forward to the employee the Board’s decision in written form.

**Staff Complaints Procedures (continued)**

The consideration of a complaint at Step Four is the appropriate and final step in the District procedure to resolve employee complaints, except that the employee has the right to seek judicial review should the employee be of the opinion the District’s denial has violated the employee’s legal rights.
**Understandings and Stipulations**

1. It is desirable that complaints be resolved at the earliest possible time and at the most immediate level of supervision. The complainant may have someone of their choice attend any of the meetings after the complainant has filed the complaint at Step Two.

2. An employee who wishes to lodge a complaint must do so within ten (10) days from the time when the employee knew, or reasonably should have known, of its occurrence.

3. The employee who has lodged a complaint shall, during and notwithstanding the pending complaint, continue to observe all assignments and applicable rules and regulations until the complaint has been resolved.

4. Meetings at which the employee’s presence is required shall be arranged at a time and place so as not to interfere with the employee’s regular duties.

5. Failure by the District, at any step of this procedure, to communicate automatically moves the complaint to the next step. Failure by the employee to appeal a complaint to the next step within the specified time limits shall be deemed to be acceptance of the resolution proposed at that step.

6. Any matter for which a method of review is prescribed by law or by any rule or regulation of the State Board of Education or any matter which according to law is beyond the scope of the Board of Education authority shall be excluded from this complaint procedure.

**Staff Conduct**

The Caesar Rodney Board of Education believes that one of the best methods of instruction is that of setting a good example.

The Board expects that staff will strive to set the kind of example for students that will serve them well in their own conduct and behavior which will contribute toward an appropriate school atmosphere.

To that end, in dress, conduct, and interpersonal relationships, all staff should recognize that they are being continuously observed by students and that their actions and demeanor will be reflected in the conduct of students.

**Staff Conduct (cont)**

The personal life of an employee will not be the concern of the District unless it prevents the employee from effectively and positively performing assigned functions during work hours, or if some aspect of it violates some aspect of local, state, or federal laws.

Immoral, unethical or illegal conduct on the part of any employee will constitute grounds for disciplinary action, up to and including termination. No employee will commit or attempt to
induce students or others to commit an act or acts of immoral, unethical, illegal conduct, which may be harmful to others or bring discredit to the District.

**Staff Discipline, Suspension and Dismissal**

No professional staff member in the Caesar Rodney School District shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause.

Any professional employee charged by criminal complaint or indictment with any criminal offense that might be detrimental to the best interests of the Board of Education may be suspended from duty during the time such charges are reviewed or tried.

The Superintendent follows all contractual obligations and state law pertaining to the suspension and dismissal of certificated personnel.

**Staff Participation in Community Activities**

The staff is urged to participate in the activities of the community which has as their objectives the improvement of the general welfare of the District, the community, the state, and the nation.

The support of public education depends on the confidence the public has in its schools. It is desirable for all employees to become an integral part of our community by sharing in its life and interests, thereby contributing to its general welfare.

Staff members have a responsibility which extends beyond the four walls of the classroom and beyond the hours of service. This responsibility is to seek opportunities to interpret the school system to members of the community. This responsibility also imposes the need to exercise restraint in offering casual personal opinions which may be accepted as factual information by uninformed laymen. Therefore, it is in the District’s best interests to see that all staff members are well-informed concerning the educational philosophy, goals, policies, regulations, and programs of the school system so that questions can be answered accurately and in a straightforward manner.

Staff members who cannot respond accurately and **knowledgeably** to inquiries are expected to identify the school official who could provide the interested party with an accurate answer. They could also volunteer to see that the question is passed on to the appropriate school official so that the inquiring party can be contacted with regard to their concern.

**Staff Participation in Community Activities (cont)**

The administrative staff of Caesar Rodney Schools is committed to doing whatever it can to keep the staff and community knowledgeable and factually informed about the affairs of the District.
The Board of Education is committed to providing the staff with a safe working environment. An employee who suffered from or is threatened with harm shall immediately inform their administrative supervisor. The District will be vigorous in protecting its employees from physical, psychological and sexual abuse and/or harassment.

Any employee who suffered from or is threatened with harm will notify the principal or administrative supervisor immediately, and reasonable steps will be taken at once to protect the employee’s safety.

**Section One: Physical Assault Upon District Employees**

All employees of the Caesar Rodney School District should be free from physical assault resulting from any circumstances related to their employment. Any assault upon any employee of the District is a serious matter, and all employees are assured of decisive support and counsel by the administrative staff and the Board of Education.

In all situations employees will first take the necessary action to protect themselves from physical injury. Such action includes the right to physically restrain the assaulting individual or individuals.

If any employee is assaulted, the Superintendent will submit a report to the Board of Education. If the employee involved does not agree with the Superintendent’s report to the Board, the employee has the right to address the Board per the provisions of the policy.

If any employee of the Caesar Rodney School District is assaulted by:

**I. A Student of Caesar Rodney Schools**

a. The employee will, as quickly as possible, notify the student’s principal of the assault and the identity of the student or students involved.

b. The principal will immediately suspend the student or students who participated in the assault on the District employee and notify the Superintendent of the incident.

c. The principal should ascertain the facts and notify the Superintendent.

d. The Superintendent will review the matter and report on the assault to the Board of Education.

**Staff Protection (continued)**

**II. A Minor Who is Not a Student of Caesar Rodney Schools**

a. The employee will, as quickly as possible, notify the principal or the administrative supervisor.
b. The principal or administrator should attempt to ascertain the fact of the identity of the assailant, and notify the Superintendent of the incident.

c. If the minor is identified as a student from another school, that school’s principal will be notified of the incident.

d. The Superintendent will review the matter with the employee and the administrative supervisor of the employee, and they will determine whether or not they will refer the minor to the juvenile or other law enforcement officials.

e. The Superintendent will submit a report to the Board of Education.

III. **An Adult Person**

a. The employee will, as quickly as possible, notify the principal or the District administrator who supervises the employee. If it is felt to be appropriate at the time, the administrator should contact the appropriate law enforcement officials.

b. If the adult is a parent of a Caesar Rodney student, the employee will notify the appropriate principal.

c. The Superintendent will review the matter with the employee and the administrative supervisor, and they will decide whether the police should be notified if that had not been done earlier.

d. The Superintendent will submit a report to the Board of Education.

**Section Two: Psychological Abuse or Harassment Directed at District Employees**

All employees of the Caesar Rodney School District should be free from psychological abuse or harassment resulting from circumstances related to their employment by the District.

Any abuse or harassment of an employee is a serious matter, and all employees are assured of decisive support and counsel by the administrative staff and the Board of Education.

Psychological abuse or harassment is difficult to describe. For this instance, psychological abuse or harassment will be considered to include inappropriate actions by a person who creates an emotional and/or stressful situation for the employee which effects the employee’s job performance or health.

*Staff Protection (continued)*

Employees of the Caesar Rodney School District who believe they are being psychologically abused or harassed should bring the matter to their administrative supervisor.
Employees should first review District policy regarding complaints to determine if the procedures for resolving complaints are appropriate for the instance. If policy does not cover the instance, the employee should contact their administrative supervisor for assistance.

Employees who request review by the Superintendent will be provided a written response regarding the District’s position on the matter. The employee may request the Superintendent provide the Board of Education with a copy of the written report and the employee’s response to the written report.

Section Three: Sexual Harassment

Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with the work effectiveness of its victims and their co-workers. Sexual harassment may include actions such as:

1. Sex-oriented verbal “kidding” or abuse
2. Subtle pressure for sexual activity
3. Physical contact such as patting, pinching, or constant brushing against another’s body
4. Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats
5. Concerning an individual’s employment status

Sexual harassment is also misconduct when it results in discrimination for or against an employee on the basis of conduct not related to work performance, such as the taking or refusal to take personnel action, including promotion of employees who submit to sexual advances or refusal to promote employees who resist or protest sexual overtures.

It is possible for sexual harassment to occur at a variety of levels:

Staff Protection (continued)

1. Among Peers or Co-workers

   Individuals who experience sexual harassment from co-workers or others should make it clear that such behavior is offensive to them and may file a written complaint with the Title VII complaint officer who has been designated by the Superintendent. In fulfilling our
obligation to maintain a positive and productive work environment, the District will make every attempt to halt any harassment of which it becomes aware by calling attention to this policy or by more direct disciplinary action if necessary.

2. **Between Supervisors and Subordinates**

A form of sexual harassment which may be more difficult for employees to cope with occurs when supervisors offer or threaten to use the power of their position to control, influence, or affect the career, salary or job of another employee (or prospective employee) in exchange for sexual favors. Individuals who instigate this type of harassment are also subject to disciplinary action including suspensions, demotion, or removal.

3. **Imposed by Non-Employees on Employees**

Sexual harassment imposed on employees by non-employees may also be considered psychological abuse or harassment. Employees coping with such circumstances are to seek the council and assistance of the Title VII complaint officer.

4. **Student to Teacher or Teacher to Student**

A teacher or other school employee who experiences sexual harassment from a student should make it clear that such behavior is offensive to him/her and that he/she may file a written complaint to school officials.

A student who believes that he/she has been sexually harassed (or a parent who believes that his/her child has been harassed) by a school employee should immediately report it to the building principal. The student or parent may file a complaint with the principal of the school or the Office of Civil Rights. The principal will conduct an investigation of the complaint.

Title VII prohibits retaliation by the alleged harasser or anyone else at the school towards a student.

Sexual harassment of students can take two forms:

**Quid pro quo** harassment occurs when a school employee causes a student to believe that he/she must submit to unwelcome sexual conduct in order to participate in a school program or activity. It can also occur when an employee causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct.

**Hostile environment** harassment occurs when unwelcome sexually harassing conduct is so severe, persistent, or pervasive that it affects a student’s ability to participate in or benefit
from an education program or activity, or creates an intimidating, threatening or abusive educational environment.

**Any person who believes he or she has been sexually harassed in violation of this policy may file a written complaint with the Title VII complaint office who has been designated by the Superintendent.**

**Staff Responsibilities**

It is essential that all employees of the Caesar Rodney School District understand that their primary responsibility is the education of our students.

All staff members are expected to carry out their assigned responsibilities with conscientious concern. The following required responsibilities are essential to the success of ongoing school operations and the instructional program:

- Consistent and punctual attendance on a daily basis.
- Support and/or enforcement of the District’s Mission, Long-Range Goals, Key Priorities, policies and regulations.
- Diligence in submitting required reports at the times specified.
- Care and protection of school property.
- Concern and attention toward their own and the Board’s legal responsibility for the safety and welfare of students, including the need to assure that students are under supervision at all times.

In their association with students, all school employees will be positive examples as part of the education process. Their manner, dress, courtesy, industry, and attitudes establish models that affect the development of young people. The Board expects staff to be exemplary models and provide outstanding instruction and services to all students.

**Staff Use of Personal Electronic Communications Equipment**

Staff members’ personal electronic communications equipment is not to be used, visible or turned on except during scheduled breaks and planning time. The District is not responsible for the storage, theft or damage of any personal electronic communications equipment. Staff members who have an unusual or emergency situation which may necessitate the use of personal electronic communications equipment must obtain permission for such use from the building principal.

**Student Records**

1. **Purpose of Student Records:** Student records are collected and maintained to facilitate the instruction, guidance, and educational progress of the student and for legitimate research.

2. **Definition of Student Records:** A “student record” means anything concerning the instruction, guidance, and educational progress of a student which is maintained in any medium
including, but not limited to, writing, print, film, or tape for others to see or hear.

3. **Dissemination of Information from Student Records:** The staff needs to know that dissemination of information from student records is available to a very select group. Without authorization from the principal, the staff may only disseminate student information to:

Certified school staff employed by the District, clerical personnel responsible for the custody and keeping of the record, and certified staff of the District serving students in the District who have a legitimate educational interest and other persons on the staff who have been determined by the principal to have a legitimate need to know.

Staff members shall respect and observe the importance of the student record. The utmost personal and professional responsibility is required in the uses to which they put their special knowledge about a student.

4. **Access to student records is limited.** Access sheets are to be maintained for all student records.

**Subpoena and Request for Testimony**

Whenever an employee receives a subpoena from a court or a request from an attorney regarding a complaint against the employee or the District for a school-related matter, the employee is to immediately notify his/her administrative supervisor. The District will provide employees legal advice and assistance if testimony is required. Employees should never discuss such matters except in the presence of their administrative supervisor or the attorney representing the District.

**Supplies: Method of Obtaining**

All purchases made by the District are done following preset processes. Employees who have a need to purchase items for the school will be trained in the process by their supervisor.

Unauthorized purchases made by any employee outside this process will be the employee’s personal responsibility and the school is under no obligation to reimburse said employee or to pay the vendor.

**Telephone: Use of**

The District telephone system is intended as a support service to the instructional program. The use of the system for personal use limits its availability for its intended purpose and such use is to be kept to a minimum. The use of the system for business activities of a private nature is considered an unethical and unacceptable practice.
**Thermostats**

Only authorized custodial and maintenance staff are to adjust thermostats. If a thermostat is considered to be malfunctioning, the employee should notify the school office. The District’s heating and cooling systems are maintained and monitored as per the procedures of the District’s Energy Management Program.

**Travel Expenses: Reimbursement Of**

Certain expenses incurred by employees of the District may be eligible for reimbursement from the District. Reimbursement is not automatic and it is the responsibility of the employee to ascertain from their supervising administrator if expenses will be reimbursed prior to expenditure of funds.

**Uniforms**

Food Service workers, custodians and maintenance workers are expected to report to work attired in the authorized uniform. Other support staff employees are to dress in what is considered appropriate business dress for the assigned position.

**Work Day Hours**

The individual work day schedule for each employee may vary. The daily work schedule is provided to an employee by their supervisor. The length of the employee day for full-time employees is a 7.5 hour work day. Unless modification of the day is announced, employees are expected to be available at their assigned station during the work day.

An employee may request modification of hours to resolve unique personal needs, provided such modification does not adversely affect the operation of the school. Requests for modification shall be presented for pre-approval to the building principal or administrative supervisor per the procedures established by the principal or administrative supervisor.
# Caesar Rodney School District
## 188 Teacher/177 Student
### School Calendar
#### 2021-22

<table>
<thead>
<tr>
<th>Year</th>
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<th>Day</th>
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<td>2021</td>
<td>Aug. 3-4</td>
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<td>9th grade Success Academy</td>
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<td>Schools Closed/Teacher In-Service</td>
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<td>Aug. 23</td>
<td>M</td>
<td>Schools Closed/Teacher In-Service</td>
</tr>
<tr>
<td></td>
<td>Aug. 24</td>
<td>T</td>
<td>First Student Day</td>
</tr>
<tr>
<td></td>
<td>Sept. 3</td>
<td>F</td>
<td>Schools Closed (District Offices Open)</td>
</tr>
<tr>
<td></td>
<td>Sept. 6</td>
<td>M</td>
<td>Schools Closed Labor Day (District Offices Closed)</td>
</tr>
<tr>
<td></td>
<td>Sept. 24</td>
<td>F</td>
<td>Schools Closed/Teacher In-Service</td>
</tr>
<tr>
<td></td>
<td>Oct. 8</td>
<td>F</td>
<td>Schools Closed/Teacher In-Service</td>
</tr>
<tr>
<td></td>
<td>Oct. 29</td>
<td>F</td>
<td>Half Day - Districtwide - No CREIP CLASSES</td>
</tr>
<tr>
<td></td>
<td>Nov. 11</td>
<td>TH</td>
<td>Schools Closed/Veterans Day Observed (District Offices Closed)</td>
</tr>
<tr>
<td></td>
<td>Nov. 22</td>
<td>M</td>
<td>Half Day - Districtwide, Evening Conferences - No CREIP CLASSES</td>
</tr>
<tr>
<td></td>
<td>Nov. 23</td>
<td>T</td>
<td>Half Day - Districtwide, Afternoon Conferences - No CREIP CLASSES</td>
</tr>
<tr>
<td></td>
<td>Nov. 24-26</td>
<td>W-F</td>
<td>Schools Closed/Thanksgiving Break (11/24 - District Offices Open)</td>
</tr>
<tr>
<td></td>
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<tr>
<td>2022</td>
<td>Jan. 3</td>
<td>M</td>
<td>Schools Re-Open</td>
</tr>
<tr>
<td></td>
<td>Jan. 17</td>
<td>M</td>
<td>Schools Closed/Dr. Martin Luther King Day (District Offices Closed)</td>
</tr>
<tr>
<td></td>
<td>Jan. 21</td>
<td>F</td>
<td>Schools Closed/Teacher In-Service T3</td>
</tr>
<tr>
<td></td>
<td>Feb. 4</td>
<td>F</td>
<td>Half Day - Districtwide - No CREIP CLASSES</td>
</tr>
<tr>
<td></td>
<td>Feb. 7</td>
<td>M</td>
<td>Schools Closed/Teacher In-Service</td>
</tr>
<tr>
<td></td>
<td>Feb. 21</td>
<td>M</td>
<td>Schools Closed/Presidents’ Day (District Offices Closed)</td>
</tr>
<tr>
<td></td>
<td>Mar. 18</td>
<td>F</td>
<td>Schools Closed/Teacher In-Service</td>
</tr>
<tr>
<td></td>
<td>Apr. 1</td>
<td>F</td>
<td>Half Day - Districtwide - No CREIP CLASSES</td>
</tr>
<tr>
<td></td>
<td>Apr. 15-22</td>
<td>F-F</td>
<td>Schools Closed/Spring Break (Apr. - 18,19,20,21,22 - District Offices Open)</td>
</tr>
<tr>
<td></td>
<td>Apr. 25</td>
<td>M</td>
<td>Schools Re-Open</td>
</tr>
<tr>
<td></td>
<td>May 27</td>
<td>F</td>
<td>Schools Closed (Weather Contingency) 12 month workday</td>
</tr>
<tr>
<td></td>
<td>May 30</td>
<td>M</td>
<td>Schools Closed/Memorial Day (District Offices Closed)</td>
</tr>
<tr>
<td></td>
<td>Jun. 7</td>
<td>T</td>
<td>Half Day - Districtwide - No CREIP CLASSES</td>
</tr>
<tr>
<td></td>
<td>Jun. 8</td>
<td>W</td>
<td>Half Day - Districtwide - No CREIP CLASSES</td>
</tr>
<tr>
<td></td>
<td>Jun. 9</td>
<td>TH</td>
<td>Half Day - Districtwide, Last Student Day - No CREIP CLASSES</td>
</tr>
<tr>
<td></td>
<td>Jun. 13</td>
<td>M</td>
<td>Schools Closed/Last Teacher Day</td>
</tr>
</tbody>
</table>

*On all half days dismissal will be 3 hours early. Cafeterias will be open on all half days. This calendar reflects 188 teacher work days, 185 paraprofessional work days, 177 student days and 1126.5 student hours. These three dates are paraprofessional non-working days – 2/7/22, 3/18/22 & 6/13/22*
District-Wide Academic Progress Reporting Schedule

<table>
<thead>
<tr>
<th>Interim Reports Issued</th>
<th>Marking Period Ends</th>
<th>Report Cards Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>September 29, 2021</td>
<td>Thursday October 28, 2021 Wednesday November 10, 2021</td>
</tr>
<tr>
<td>Wednesday</td>
<td>December 8, 2021</td>
<td>Thursday January 20, 2022 Wednesday February 2, 2022</td>
</tr>
<tr>
<td>Wednesday</td>
<td>February 23, 2022</td>
<td>Thursday March 31, 2022 Wednesday April 13, 2022</td>
</tr>
<tr>
<td>Wednesday</td>
<td>May 11, 2022</td>
<td>Thursday June 9, 2022 Thursday June 9, 2022 (Gr. K-5) Friday June 10, 2022 (Gr. 6-8) available through Home Access Center</td>
</tr>
</tbody>
</table>

Number of Days and Hours

<table>
<thead>
<tr>
<th></th>
<th>Teacher Days</th>
<th>Student Days</th>
<th>Student Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>10</td>
<td>6</td>
<td>39</td>
</tr>
<tr>
<td>September</td>
<td>20</td>
<td>19</td>
<td>162.5</td>
</tr>
<tr>
<td>October</td>
<td>21</td>
<td>20</td>
<td>289.5</td>
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<tr>
<td>November</td>
<td>18</td>
<td>18</td>
<td>400.5</td>
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<tr>
<td>December</td>
<td>13</td>
<td>13</td>
<td>485</td>
</tr>
<tr>
<td>January</td>
<td>20</td>
<td>19</td>
<td>608.5</td>
</tr>
<tr>
<td>February</td>
<td>19</td>
<td>18</td>
<td>722.5</td>
</tr>
<tr>
<td>March</td>
<td>23</td>
<td>22</td>
<td>865.5</td>
</tr>
<tr>
<td>April</td>
<td>15</td>
<td>15</td>
<td>960</td>
</tr>
<tr>
<td>May</td>
<td>20</td>
<td>20</td>
<td>1090</td>
</tr>
<tr>
<td>June</td>
<td>9</td>
<td>7</td>
<td>1126.5</td>
</tr>
<tr>
<td>Total</td>
<td>188</td>
<td>177</td>
<td>1126.5</td>
</tr>
</tbody>
</table>

“Where Educational Excellence is a Tradition”

Senior End-of-Year Information

Senior Last Day of Regular Classes
May 25, 2022

Senior Awards Program
June 2, 2022

Commencement
June 4, 2022