

2023-2024 SCHOOL YEAR – YEARLY FORMS TOPICS SUMMARY

Created: 10/11/2023

Task	Comments
	DEPARTMENT TRAINING
Access to Online Training	<ol style="list-style-type: none"> 1. Enter WWW. Cfishd.net 2. Click on Departments 3. Click on Operations 4. Click on Operations Resources and there you will find all the necessary material.
Emergency Contact	<p>It is very important that we have updated information from each employee every year.</p> <ul style="list-style-type: none"> • Head Custodian: Please print a copy and give to each employee to complete. • Employee completes address and telephone information. • Employee provides at least two (2) emergency contacts. Include: Name of contact, relationship, and phone number. • Once completed, head custodian gathers all the forms & sends them to Operations Receptionist – Claudia Ruiz
Dress Code	<ul style="list-style-type: none"> • As an employee of CFISD, you are a professional representing the school district and our department. For this reason, dress, grooming and appearance should be appropriate for the school environment. • Dress comfortable and casual for the work environment. Examples: jeans, t-shirts, button-down shirts, and slip-resistant closed-toe shoes such as non-skid tennis shoes are acceptable. Inappropriate language or graphics on clothing, sandals, stilettos or high heels, short shorts, see through clothing, and revealing clothing are prohibited.
Working Agreement	<p>Following are 23 points that outlines the work expectations and requirements employees must follow. Please review all 23 points.</p> <p>Below are examples of just a few:</p> <p>#1 – Do not refuse to do tasks assigned by your immediate supervisor (or person in charge of assigned projects). This includes not refusing to accept an assignment to perform your regular duties at any district location dictated by the needs of the district.</p> <p><i>Example #1: As an employee of the Operations Department, you are hired for the department and not the school. If we need you at another school, we may ask you to transfer schools without refusal.</i></p> <p><i>Example #2: If a head custodian or manager asks you to do additional duties because we are temporarily short-staffed.</i></p> <p>#3 – Do not falsify job-related records such as: (1) timesheets, (2) don't punch in for another employee, (3) don't begin working before punching in, (4) don't continue working after punching out.</p> <p>#5 – Sleeping on the job & hiding to avoid doing assigned tasks is prohibited.</p> <p><i>Example: At night, most of the teachers and students have left and other employees are working in their respective areas. You may think, "no one is watching me. I can take a nap, or I can sit down to watch novelas." Please don't do it. One, you are on the clock. We are paying you to work. Two, there are cameras everywhere.</i></p>

	<p>#6– Failing to attend work in a reliable & regular manner.</p> <p>#9 – Stealing or theft of district or personal property.</p> <p>Example #1 – <i>We have had to investigate cases where an employee takes stuff from the classrooms thinking it is trash or that the teacher is not going to use it anymore... candies that are sitting on a bookshelf during Valentine’s Day or a Nintendo Switch that was left by a student on a cafeteria table. You will be trained on how to determine when something is trash and when it is not, but even after you are trained, you are expected to use good judgment when deciding what to throw away or not. If in question, always get with the head custodian. It is better to ask than to assume.</i></p> <p>Example #2 – <i>Taking cafeteria food from the dumpsters/trashcans or accepting cafeteria food without paying for it from the cafeteria workers or leftovers from students. You can purchase cafeteria food for your own consumption if you want.</i></p> <p>#17 – Using district time or materials to perform tasks which promote personal gain for self or others.</p> <p>Example #1: <i>soliciting – selling Avon, Mary Kay, or cookies on district property.</i></p> <p>Example #2: <i>leaving campus/work to go run an errand without clocking out.</i></p> <p>#22 – Fighting or other physical /verbal altercations is prohibited.</p>
<p>Safety Manual</p>	<ul style="list-style-type: none"> Your safety is important to us. We want you to go home at the end of the day, the same way you came to work. Therefore, if you have an incident or accident on the job, you must notify your head custodian/manager on duty immediately. You do not get the choice to select what gets reported or not. ANY incident/accident must be reported. The Operations Department is committed to providing a safe and healthy work environment for all employees, visitors, and students. The safety manual informs you of the safest methods for performing certain tasks within your assigned job duties. It is the employee’s responsibility to access, read, and comply with the contents contained in the <i>Employee Safety Manual for Custodial Employees</i>. The safe work practices in this manual are not the only rules and procedures that you will be required to follow; you are responsible for performing your duties in a safe manner that will not bring harm to yourself or others. You are also expected to correct any unsafe act or condition. If you are injured during the course and scope of your duties, you need to immediately report the injury to your supervisor.
<p>Safety Video</p>	<p>https://midwest-employers-casualty.safetysourceonline.com/video/janitorial-safety-15000a-13-min-2/</p> <p>Username: CFISDSafety</p> <p>Password: Safety1</p>
<p>Access Badges Guidelines</p>	<p><u>PURPOSE</u></p> <p>As a vital part of our security system, a Cy-Fair ISD ID badge with name, photo, and department is issued to all employees on their first week of employment. The ID badge</p>

	<p>will also <u>now</u> serve as your electronic key to enter the building and other secured areas as needed.</p> <p>The implementation of the employee access badge system will enhance the safety and security within the school buildings. The identification badge serves to identify an individual as an employee of the Cypress-Fairbanks Independent School District. Access has been granted to provide a reasonably safe and secure environment. It is your responsibility to comply with the requirements of the department.</p> <p><u>GUIDELINES</u></p> <ul style="list-style-type: none"> • All employees are responsible for maintaining building security. You are responsible for the badge and keys issued to you. • Each employee will always wear his/her ID badge while on district property when conducting district business. Employees are <u>not</u> permitted to alter their ID badge in any way (i.e., putting stickers on them). • The ID card must be worn on the middle or upper part of your body over your wardrobe. Do not wear it on your sleeve. Do not wear it on the belt or loops. Wear it with the appropriate clip. The photo must be displayed at all times. Do not use it backwards. • Badges are meant for the sole use of the person indicated on the badge. Employee badges are not to be shared/loaned/transferred to any other person. • Employees are not permitted to use their access badge to allow or assist any unauthorized person to enter or use school district facilities. Visitors shall report to the school office to register and receive proper identification. • If you were given keys, you may continue to use them in addition to the access badge. All keys are to be returned immediately to your immediate supervisor upon separation of employment. • If the ID badge is lost or destroyed, the employee will contact your head custodian, area manager, or the operations human resources office within three business days to get a replacement. • There will be a \$10 replacement fee for all lost badges. The new badge must be picked up at Operations Human Resources. Payment may be made by cash (exact amount). No change will be provided. • Badges are not to be exposed to high heat temperatures (i.e., in cars). • Hourly employees have been given badges to utilize the time and attendance system. This system records all in and out swipes by badge number. All swipes on the time and attendance clocks shall be made by the employee personally and no one else. Edits to the records are authorized and approved by the employee's supervisor or manager. • Upon resignation/termination of employment, badge must be returned to Operations Human Resources.
<p>Operations Employee Booklet</p> <p>Medical Leave Procedures</p>	<ul style="list-style-type: none"> • Review Attendance Guidelines to its entirety. • Review Family Medical Leave Act & the following Medical Leave Procedures: <p>Please be aware of the following procedures for any employee who is absent for more than 3 consecutive workdays or indicates a need for upcoming leave more than three consecutive workdays, also for any employee indicating a possible need for sporadic absences for a health condition:</p>

<p>Workplace Sexual Harassment</p>	<ul style="list-style-type: none"> • A Notice of Employee Absence must be sent to HRLeave@cfisd.net and/or directly to Dana Rodenbaugh (dana.rodenbaugh@cfisd.net) on the fourth day of absence. • The Human Resources Leave Department will provide employees with medical certification forms and deadlines for return of documentation. This will allow the department to start the clock on the deadlines and ensure the proper, up-to-date forms are provided. • By law, employees are not required to provide medical documentation to their supervisor. Only Human Resources is allowed to ask for and maintain detailed medical documentation. A supervisor may only request a general release to return to work document. • Employees should be paid using available leave banks for any absences due to personal illness and/or family illness, even while awaiting documentation. Even while awaiting documentation, an employee's leave days should be used to continue paying the employee. • Review Employee Conduct. • Review the Types of Workplace Harassment – Understand-Prevent-Respond: <ul style="list-style-type: none"> (1) Sexual harassment, unlawful harassment, and retaliation are prohibited behavior and against district policy. The District/Operations is committed to providing a work environment free of inappropriate and disrespectful behavior, intimidation, communications, and other inappropriate conduct. (2) Failure to conduct yourself in a manner consistent with the training could result in discipline, which may include termination of employment.
<p>Personal Electronic Devices</p>	<p>Operations custodial staff shall not use a cell phone, tablet, wireless electronic device, or any headset, earpiece, earphone, or other electronic equipment for personal use because it distracts the employee from his/her responsibilities while on duty. Personal phone usage is reserved for lunch and break times.</p> <p>Headphones and Bluetooth devices are not to be used while on duty. Employees must ensure they are aware, focused, and attentive to safely perform the essential functions of their job.</p> <p>Employees who have an emergency, are waiting for an important call, or have another urgent need to use a phone, must discuss it with his/her immediate supervisor BEFORE usage.</p> <ul style="list-style-type: none"> • In summary, we expect employees to be at work doing their daily duties; not talking on the phone. We understand that at times emergencies arise, but when an area manager goes to schools to make a visit and sees the same employee repeatedly on the phone, they will question it and address it.

Job Description	<ul style="list-style-type: none"> When employees apply to a custodian job posting & when they get interviewed, they receive a copy of the job description. At new hire orientation, employees again receive a copy of job description, as well as every school year as part of the yearly forms. Overview of the duties are: working at night, frequent lifting, bending, cleaning of floors, restrooms, furniture cafeteria, disinfect, sweep/mop, throw trash, use chemicals, operate tools & equipment. On the Operations resources website, you will find the various job title descriptions. Read the appropriate job description accordingly. List includes: Custodian, Elementary Head Custodian, Middle School Head Custodian, High School Head Custodian, Operations Crew.
	<h2 style="text-align: center; color: red;">DISTRICT COMPLIANCE</h2>
Employee Handbook	<ul style="list-style-type: none"> All employees are required to access, read, and understand the contents of the employee handbook. Please refer to the link on our Operations resources website. <p>Three topics covered in the employee handbook are the following:</p> <ol style="list-style-type: none"> Tobacco and E-Cigarettes Use/Smoking – Employees should not use tobacco, tobacco products (cigarettes, cigars, etc.) electronic cigarettes, electronic vaping devices on district premises, district vehicles nor in the presence of students at school or school-related activities. In other words, <u>smoking is prohibited</u> while at work or on premises. Alcohol & Drugs – (a) The possession, use or being under the influence of alcohol, drugs, or narcotics by an employee while on district property or while working in the scope of assigned duties or while attending any district-sponsored activity is prohibited. The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present (b) If your doctor prescribes you a strong medication, you need to inform your area manager immediately. The <u>use of alcohol & drugs is prohibited</u>. Leaving Work/Campus – (a) you must get prior approval from your immediate supervisor when leaving work/campus; (b) you must clock in and out when leaving/coming back to work/campus for personal business (this includes if smoking off campus); (c) you may not leave work/campus during your 15-minute paid break; (d) you must take your 15-minute breaks and lunch break as assigned by your immediate supervisor.
Child Abuse Training	<ul style="list-style-type: none"> All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency within 48 hours of the event that led to the suspicion. Report to Child Protective Services can be made to any law enforcement agency or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee <u>may not</u> delegate to or rely on another person to make the report.

	<ul style="list-style-type: none"> Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. Always keep this information confidential (DO NOT share with friends, family, or coworkers). The 5 types of Abuse are the following: <ol style="list-style-type: none"> Physical Abuse - Non-accidental injury of a child that leaves marks, scars, bruises, burns or broken bones. Some physical indicators may be black eyes, human bites, reluctance to sit down, inappropriate clothing. Some behavioral indicators may be wary of physical contact with adults, behavioral extremes (aggressive or withdrawn, frightened of parents, poor self-concept, cheating, stealing, or lying). Emotional Abuse - Behavior, such as rejecting, terrorizing, berating, ignoring, or isolating a child, that causes, or is likely to cause serious impairment of the physical, social, mental or emotional capacities of the child. Some physical indicators may be speech disorders, failure to thrive, lags in emotional development. Some behavioral indicators may be habit disorders (sucking, biting, rocking), sleep disorders, substance abuse. Sexual Abuse - Any inappropriate sexual exposure or touch by an adult to a child, or child to child. This includes, but is not limited to fondling, sexual intercourse, sexual assault, rape, date rape, incest, child prostitution, exposure, and pornography. Some physical indicators may be difficulty in walking or sitting, pain or itching in the genital area, STD (Sexually Transmitted Disease). Some behavioral indicators are an abrupt change in personality, withdrawn, and suicide attempts. Neglect - Failure of parents or caretakers to provide needed, age-appropriate care including food, clothing, shelter, protection from harm, and supervision appropriate to the child's development, hygiene, and medical care. Some signs or symptoms include constant hunger, poor hygiene, inappropriate clothing for weather conditions and abandonment. Human Trafficking – Is considered a serious form of child abuse. It is a form of modern slavery that involves exploiting a person through force, fraud, or coercion for the purpose of forced labor, commercial sex, or both. It is the second largest criminal industry worldwide. Traffickers have been known to use schools as a place to recruit victims. Students may recruit other students, and adults may recruit on or near campuses. Some signs include gifts from unknown sources, large amounts of cash on hand, victim has an older "friend/boyfriend," uses advanced sexual terms, declining grades, tiredness throughout daytime.
Employee Standards of Conduct	<p>The State of Texas sets certain standards of conduct for its educators, which includes all of us in the Operations Department (All Custodians, Secretaries and Management).</p> <p>Read all the points. Here is just a summary of a few:</p> <ul style="list-style-type: none"> <i>Standard 1.9</i> – The educator shall not make threats of violence against school district employees, school board members, students or parents of students. <i>Standard 2.2</i> – The educator shall not harm others by knowingly making false statements about a colleague or the school system. <i>Standard 2.8</i> – The educator shall not intentionally or knowingly subject a colleague to sexual harassment. <i>Standard 3.5</i> – The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

	<ul style="list-style-type: none"> • <i>Standard 3.6</i> – The educator shall not solicit or engage in sexual conduct or romantic relationship with a student or minor. • <i>Standard 3.8</i> – The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard. • <i>Standard 3.9</i> – The educator shall refrain from inappropriate communication with a student or minor via electronic communication such as cell phone, text messaging, email instant messaging, blogging or another social network communication.
Crossing The Lines & Crossing the Lines Too	<ul style="list-style-type: none"> • Watch the “Crossing the Lines” Video” and read the script. • This video is aimed to identify and avoid staff behaviors that may lead to inappropriate relationships with students. • The video begins with a fictional high school teacher (Jim Purvis) correcting assignments after regular school hours when an emotional student (Cindy) walks in and wants him to close the door, giving them isolation and privacy. Then Bernice enters the scene, an unknown character who initially tries to stop him from crossing the line - Bernice has the ability to transport the teacher to the past to change the behaviors that led him to cross the line with the student, then into the future where you can see first-hand where the many consequences of crossing the line with students can lead you. The video offers a satisfying ending where the teacher gets what real-life teachers might not get: a second chance.
Cybersecurity	<ul style="list-style-type: none"> • This training is required by the state of Texas for all state & local government employees. • This course focuses on information security habits and procedures that protect information resources and teach best practices for detecting, assessing, reporting and addressing information security threats. • Please read document to its entirety.
Standard Response Protocol & Standard Reunification Training	<p>Standard Response Protocol:</p> <ul style="list-style-type: none"> • In these modules, you will learn how to promote school safety & how to respond in a crisis. • How to respond to a threat occurring outside the school building. • And, what you need to do to remain out of sight from an imminent threat inside the school. • Learn the terminology (common language) of the school to promote safety. • You will do frequent drill practices along with everyone in the school. • You must pay attention & follow the instructions from the schools. <p>Standard Reunification Method:</p> <ul style="list-style-type: none"> • In this module you will learn the process of student-parent reunification when something extraordinary has happened and the students are formally reunified with their parents at a different location than their school. • Read document to its entirety.
	TITLE IX COMPLIANCE TRAINING

Modules 1 to 9

Module #1 – Bloodborne Pathogens - are microorganisms that can live in human blood and spread disease. Viruses and bacteria are the most common and can enter the body through the mouth/nose, mucous membranes, breaks in skin, and sexual contact. Workplace Controls: Proper disposal of sharps; select and wear appropriate PPE, minimize splashing, spraying, or misting of fluids, proper decontamination of the environment, eating and drinking only in designated employee areas after thorough hand washing, proper and frequent hand washing and/or sanitizing. Hand washing remains the most effective prevention against bloodborne pathogens in the workplace.

Module #2 – Child Abuse & Neglect – refer to document for summary.

Module #3 – Family Education Rights & Privacy (FERPA) – FERPA is a federal law that protects the privacy of education records. School districts follow applicable guidelines by law. School employees must not disclose student information from educational records to others; school employees must refrain from disclosing student information known by virtue of their position.

Module #4 – Records Management – Proper management of school district records, whether in paper or electronic form, is not only a necessary part of every staff person's job, but also a legal requirement. The Texas Local Government Act, Chapter 201, states that as a public school district employee, you have an obligation to maintain the records correctly and efficiently in your possession to comply with standards for public access, parent/student access, and for legal or audit purposes.

Module #5 – Hazardous Materials – The Asbestos in School Rule was developed to identify, assess, and manage the asbestos containing building materials in schools. Asbestos is a naturally occurring mineral fiber; added to a variety of building products to strengthen them and to provide heat insulation and fire resistance; has fibers that can be released into the air and inhaled into the lungs; these fibers embedded in lung tissue over time may cause serious lung diseases including asbestosis, lung cancer, or mesothelioma. Employer provides custodial staff with asbestos awareness training. This is done when a new hire begins working. OSHA established the HazCom Standard (the "Right to Know" law) to protect the health & safety of employees, covers all chemicals used in the workplace, requires proper documentation of all chemicals. A Safety Data Sheet (SDS) is required for each hazardous chemical product.

Module #6 – Bullying Prevention – District prohibits bullying/or retaliation against anyone involved in the complaint process involving bullying. Facts about Bullying: it is higher in rural areas/small towns, the school or school grounds are where most bullying occurs, found in all socio-economic level of students, most pervasive among older students in lower grades, some bullies have positive view of self with little anxiety, bullies are often aggressive to adults, both parents and teachers, bullying can last into adulthood if no intervention is made. Possible interventions can teach impulse control and anger management strategies to increase empathy; create an atmosphere that does not tolerate bullying.

Module #7 – Food Allergens – A food allergy is a potentially serious immune-mediated response that develops after ingestion or other contact with a food allergen usually occurring a few minutes to hours after exposure to the allergen. Eight (8) foods account for over 90% of allergic reactions: milk, peanuts, tree nuts, fish, shellfish, soy, and wheat. School personnel should be ready to recognize symptoms of an allergic reaction to respond to the student's emergency needs. Nurses will collaborate with teachers to receive training and review emergency action plans for each student with a known food

	<p>allergy in their classroom. When preparing, handling, and serving food, it is critical to be sure utensils are not exposed to allergens.</p> <p>Module #8 – Suicide Prevention – suicide is the second leading cause of death among young teens (10 – 14 years). It is the second leading cause of death among older teens, college age, and young adults (15-34 years). For many children, school is the safest setting in their lives. School personnel have a responsibility to monitor the emotional & mental well-being of their students. When you are concerning a student is at risk of suicide, you must supervise the student until either help arrives or until you bring them to someone who can help. Refer all suicidal suspicions to counselor’s office immediately and in-person.</p> <p>Module #9 – McKinney-Vento Homeless Assistance Act – This is a federal law that addresses the educational needs of children and youth experiencing homelessness. Administrators, teachers, counselors, and other school staff are directly involved with children and should always employ sensitivity and understanding in conversations with homeless students.</p>
Join REMIND	<ul style="list-style-type: none"> • Join Remind to get group messages from Operations office. • Text the word @opsdept906 to 81010.
Network & EAC Access	<ul style="list-style-type: none"> • If you want to have access to your check, you must get access to the network and the employee access center. • The first time you set it up, you must contact the Customer Service Center at ISC-West. The address and phone number are listed on the form. • Once you are set up with both the network and employee access, you can go to any computer to view your check, W-2 change information, etc. • Every 90 days you will have to reset/change your network password.
Yearly Forms Signature Sheet	<p>Once all topics have been reviewed, please sign the yearly forms signature sheet, and give it to your head custodian.</p> <p><u>Head Custodians:</u></p> <p>Send all completed signature sheets & emergency contact forms to Claudia Ruiz by no later than November 30, 2023. These are the only two (2) documents you need to return to Operations.</p>