



A  ISD PARTNERSHIP

**PROFESSIONAL STANDARDS FOR
EMPLOYEES AND VOLUNTEERS**

Guidelines Defining Appropriate and Inappropriate Physical Contact

Our district’s physical contact standards promote a positive, nurturing environment while protecting students, staff and volunteers. CISD encourages appropriate physical contact with students and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by staff or volunteers towards students in the district’s programs will result in disciplinary action, up to and including termination of partnership.

The district’s standards for appropriate and inappropriate physical interactions are:

Appropriate Physical Interactions	Inappropriate Physical Interactions
<ul style="list-style-type: none"> • Side hugs • Shoulder-to-shoulder or “temple” hugs • Pats on the shoulder or back • Handshakes • High-fives and hand slapping • Verbal praise • Pats on the head when culturally appropriate • Touching hands, shoulders, and arms • Arms around shoulders • Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> • Full-frontal hugs • Kisses • Showing affection in isolated area • Lap sitting • Wrestling • Piggyback rides • Tickling • Allowing a student to cling to an employee’s or volunteer’s leg • Any type of massage given by or to a student • Any form of affection that is unwanted by the student or the staff or volunteer • Compliments relating to physique or body development • Touching bottom, chest, or genital areas

NOTE: “You won’t catch an abuser abusing. You’ll catch them breaking rules.”

Guidelines Defining Appropriate and Inappropriate Verbal Interactions

Staff and volunteers are prohibited from speaking to students in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Staff and volunteers must not initiate sexually oriented conversations with students. Staff and volunteers are not permitted to discuss their own sexual activities with students.

Our district’s policies for appropriate and inappropriate verbal interactions are:

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<ul style="list-style-type: none"> • Positive reinforcement • Appropriate jokes • Encouragement • Praise 	<ul style="list-style-type: none"> • Name-calling • Discussing sexual encounters or in any way involving students in the personal problems or issues of staff and volunteers • Secrets • Cursing • Off-color or sexual jokes • Shaming • Belittling • Derogatory remarks • Harsh language that may frighten, threaten or humiliate students • Derogatory remarks about the student or his/her family

NOTE: Crucial to areas with regular communication with students. (Sports, Front Desk, Classrooms, etc.) In CISD all volunteers and staff will conduct themselves in a professional and appropriate manner.

Guidelines for Managing Risk When One Staff Member/Volunteer

is Alone with One Student

In those situations, where one-on-one interactions are approved, staff and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

Additional Guidelines for One-on-One Interactions

- When meeting one-on-one with a student, always do so in a public place where you are in full view of others.
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other staff and volunteers that you are alone with a student and ask them to randomly drop in.
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

Tutoring/ Private Coaching

One-on-one situations, such as tutoring and private coaching sessions, introduce additional risks for false allegations. Staff and volunteers should be aware of our policies regarding tutoring and private coaching:

1. Staff and volunteers must have the principal's approval for any tutoring or private coaching sessions.
2. Tutoring and coaching sessions with our district's students may not occur outside of the district.
3. Principals must keep a schedule of private tutoring and coaching sessions, which should include times, students involved, and location of sessions

Guidelines for Managing Interactions between Staff/Volunteer and Students Outside of Regularly Scheduled Program Activities

Many cases of district abuse occur off-site and outside of regularly scheduled activities. This contact outside of regularly scheduled activities may put staff, volunteers, and our district at increased risk.

Preferred Option One:

Our district prohibits interactions outside of regularly scheduled program activities unless approved by the district’s administration.

Option Two:

Appropriate Outside Contact	Inappropriate Outside Contact
<ul style="list-style-type: none"> • Taking groups of students on an outing • Attending sporting activities with groups of students • Attending functions at a student’s home, with parent’s present 	<ul style="list-style-type: none"> • Taking one student on an outing without the parents’ written permission • Visiting one student in the student’s home, without a parent present • Entertaining one student in the home of staff or volunteers • A lone student spending the night with staff or volunteers

CISD strongly recommends that staff and volunteers do not have outside contact with students from the district. However, if off-site contacts are unavoidable, our district has determined that the following forms of outside contact are appropriate and inappropriate:

In addition, when outside contact is unavoidable, ensure that the following steps are followed:

1. Principals should identify for staff and volunteers what types of outside contact are appropriate and inappropriate.
2. Ensure that staff or volunteers have the parents’ permission to engage in outside contact with the student. Consider requiring the parents to sign a release-of-liability statement

NOTE: “ALWAYS Communicate with the Parent and the student together.” (group message, email, in person, etc.) Its always best to be open, honest and transparent.

**Requirements Governing Electronic Communication
between Staff/Volunteer and Students**



Any private electronic communication between staff and volunteers with students, including the use of social networking websites, such as Facebook, Instagram, Snapchat, instant messaging, texting, etc. is prohibited.

All communication between staff and volunteers with students must be transparent. The following are examples of appropriate and inappropriate electronic communication.

Appropriate Electronic Communication	Inappropriate Electronic Communication
<ul style="list-style-type: none"> • Sending and replying to emails and text messages from students ONLY when copying in a supervisor or the student’s parent • Communicating through “district group pages” on Facebook or other approved public forums • “Private” profiles for staff and volunteers which students cannot access 	<ul style="list-style-type: none"> • Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments • Sexually oriented conversations • Private messages between staff and volunteers with students • Posting pictures of district students on social media sites • Posting inappropriate comments on pictures • “Friending” students on social networking sites

NOTE: As an extension of our leadership at CISD, we expect for all staff and volunteers to refrain from posting pictures of program students on their personal profiles. In addition to this expectation, we also expect for photos TO NOT have any “tags”, “Hashtags”, or defining characteristics that would inform their involvement with CISD or .

Requirements Regarding Allegations of Abuse and Cooperation with Authorities

All reports of suspicious or inappropriate behavior with students or allegations of abuse will be taken seriously. Our district will fully cooperate with authorities if allegations of abuse are made and investigated.

Procedures for Reporting Suspicious or Inappropriate Behaviors or Policy Violations



Guidelines for Staff and Volunteers Response to Suspicious or Inappropriate Behaviors and/or Policy Violations

- Interrupt the behavior.
- Report the behavior to a principal, director, or other authority.
- If you are not comfortable making the report directly, make it anonymously
- If the report is about a principal or administrator, contact the Human Resources Department.
- Document the report but do not conduct an investigation.
- Keep reporting until the appropriate action is taken.

Because our district is dedicated to maintaining zero tolerance for abuse, it is imperative that every staff member and volunteer actively participates in the protection of students. In the event that staff or a volunteer observe any suspicious or inappropriate behaviors and/or policy violations on the part of other staff, volunteers or students it is their personal responsibility to immediately report their observations.

Remember, at our district, the policies apply to everyone.

Examples of Suspicious or Inappropriate Behaviors Between Staff, Volunteers, and Students

- Violation of the abuse prevention policies described above
- Seeking private time or one-on-one time with students
- Buying gifts for individual students
- Making suggestive comments to students
- Picking favorites

All reports of suspicious or inappropriate behavior with students will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

If staff members or volunteers witness suspicious or inappropriate behaviors or policy violations from another staff, volunteer or student, contact the campus principal immediately.



Contact information for each campus at Corsicana ISD, including Human Resources.

Bowie Elementary	Hollye Usery	430-775-6001	huser@cisid.org
Carroll Elementary	Cheryl Murdock	903-641-4700	cmurdock@cisid.org
Fannin Elementary	Tiffany Farmer	903-602-8543	tfarmer@cisid.org
Navarro Elementary	Tim Betts	430-775-6101	tbetts@cisid.org
Sam Houston Elementary	Dallas Horne	903-641-2245	dhorne@cisid.org
Collins Intermediate	Scott Doring	903-641-2596	sdoring@cisid.org
Corsicana Middle School	J.P. Johnson	430-775-6182	jjohnson@cisid.org
Corsicana High School	Sean Kays	430-775-6303	skays@cisid.org

Human Resources:

Tonya Thomas	903-602-8107	tthomas@cisid.org
Taylor Contreras	903-602-8139	tcontreras@cisid.org
Annette Faulk	903-602-8188	afaulk@cisid.org
Shade Boulware	903-602-8138	sboulware@cisid.org

GO TO **STEP 2 TO COMPLETE THE ONLINE FORM.**