

**PROPOSED REVISIONS**

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Note: The District's innovation plan may be found at: [www.celinaisd.com](http://www.celinaisd.com). This local policy has been revised in accordance with the District's innovation plan.

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**UPDATING  
CREDENTIALS**

All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year shall file with the District:

1. An official college transcript showing the highest degree earned and date conferred, and
2. Proof of the certificate or endorsement.

**CONTRACT  
PERSONNEL**

The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.

STATE CERTIFICATION

State certification shall not be required for teachers of career and technology education (CATE) courses and courses identified as science, technology, engineering, arts, and mathematics (STEM/STEAM) in District publications. However, the District shall make every effort to recruit teachers with state certification in these fields.

All other teaching assignments shall require certification in accordance with state law. [See DK.]

**SOCIAL SECURITY  
NUMBER**

The District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the District shall keep an employee's social security number confidential.

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### SUPERINTENDENT'S AUTHORITY

All personnel are employed subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Any change in an employee's contract shall be in accordance with policy DC.

Any employee may request reassignment within the District to another position for which he or she is qualified.

### CAMPUS ASSIGNMENTS

The principal's criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding equal opportunity employment, and with staffing patterns approved in the District and campus plans. [See BQ series] In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

The Superintendent shall have the authority to approve a request by the principal for an individual with experience in a career and technology education (CTE) field to teach a vocational skills course or a course identified as science, technology, engineering, arts, and mathematics (STEM/STEAM) in District publications, in accordance with the District's innovation plan.

### SUPPLEMENTAL DUTIES

Noncontractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

### WORK CALENDARS AND SCHEDULES

Subject to the Board-adopted budget and compensation plan and in harmony with employment contracts, the Superintendent shall determine required work calendars for all employees. [See DC, EB]

Daily time schedules for all employees shall be determined by the Superintendent or designee and principals.

## ADD POLICY

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PROBATIONARY  
CONTRACT  
EXCEPTION

A teacher hired by the District who has been employed as a teacher in public education for at least five of the eight years preceding employment by the District shall be issued a one-year probationary contract for a total of two years, and may be issued a third-year probationary contract.

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**SCHOOL CALENDAR**      The Superintendent shall be authorized to approve variations from the Board-adopted school calendar, as necessary.

**SCHOOL CLOSURE**      The Board delegates to the Superintendent the authority to close schools for reasons of public health and safety.

SCHOOL YEAR      ✓ The District shall annually determine the first and last days of instruction.

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**CLASS-SIZE RATIO**

✓ The District has waived provisions in state law requiring a district not to enroll more than 22 students in a class, kindergarten–grade 4.

The Superintendent shall notify the Board when a kindergarten–grade 4 class enrollment exceeds 22 students.