

Garland Independent School District

Serving the North Texas Communities of Garland, Rowlett, and Sachse



Employee Handbook 2019-2020

*Published by
Department of Human Resources
Garland Independent School District*

If you have difficulty accessing the information in this document because of a disability, please e-mail/call Alex Rivera: adriviera@garlandisd.net or 972-487-3057

Si necesita que le preparen una traducción de este documento, favor de comunicarse con Alex Rivera al adriviera@garlandisd.net o 972-487-3057

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Alex Rivera adriviera@garlandisd.net or 972-487-3057

Garland Independent School District in support of school districts and Career and Technical Education Programs, does not discriminate on the basis of sex, disability, race, color, age or national origin in its educational programs, activities, or employment as required by Title IX, Section 504 and Title VI.

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Employee Handbook Receipt/Acknowledgement

Please note that beginning in the 2019-2020 school year, the employee handbook receipt will be completed electronically. (Example below) Employees will have to click on the Viewed & Acknowledged check box and then digitally sign and date the form. The document will be stored digitally in your electronic personnel file. If you have any questions, please contact Human Resources.

Employee Handbook Receipt/Acknowledgement

I hereby acknowledge viewing and reading (online) the GUSD Employee Handbook and abide by the standards, policies, and procedures defined or referenced in this document.

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

Employees must access and review the handbook on the [Garland ISD Website](#).

In addition, a hard copy of the handbook may be accessed either in the supervisors' office or in a school library.

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

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

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Department of Human Resources if I have questions or concerns or need further explanation.

Employee Handbook*

Viewed & Acknowledge

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Executive Director of Human Resources, Box 104.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office.

District policies can be accessed online at:

POLICY ONLINE (<https://pol.tasb.org/Home/Index/364>) and are also located in the office of the Chief Leadership Officer, where they are available for employee review during normal working hours.



GARLAND ISD DISTRICT PROFILE

Updated: March 7, 2019

72 Campuses

- 2 Prekindergarten Schools
- 47 Elementary Schools
- 12 Middle Schools
- 7 High Schools
- 4 Other Educational Centers

TEA Ratings

- Overall district rating of B
- Five campuses earning all available distinction designations
- Two campuses earning all possible distinctions but one
- Six campuses earning all possible distinctions but two
- 31 campuses earning at least one distinction

2018-19 Adopted 10-Month Budget

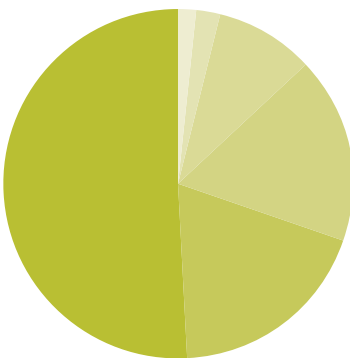
General Fund Operating Budget: \$474,657,741

- Salaries **84.5%**
- Facilities, Maintenance, Operations **4.7%**
- Instruction, Instructional Resources, Curriculum Development **4%**
- Transportation, Health, Food Services, Technology, Security **3%**
- Guidance & Counseling, Social Work, Community Services, Extracurricular Activities **2.1%**
- Other **1.7%**

Financial Facts

- Tax Rate **\$1.46**
- 2017-18 Per Pupil Expenditure[^] **\$8,384**
- Aaa Rating from Moody's
- AA Rating from Standard & Poor's
- AA+ Bond Rating from Fitch

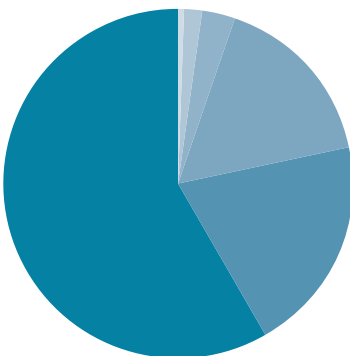
Student Demographics*



- Hispanic **50.8%**
- White **18.7%**
- African American **17.4%**
- Asian **9%**
- Two or More Races **2.4%**
- American Indian **1.6%**
- Pacific Islander **0.1%**

- 2017-18 Student Enrollment: **56,471**
- Economically Disadvantaged: **60.6%**
- English Language Learners: **28.6%**
- Career & Technical Education: **28.3%**
- Bilingual/ESL: **27.8%**
- Special Education: **8.3%**
- Gifted & Talented: **7.6%**

Teacher Demographics*



- White **58.1%**
- Hispanic **20.1%**
- African American **16.3%**
- Asian **3.2%**
- Two or More Races **1.6%**
- American Indian **0.6%**
- Pacific Islander **0.1%**

- Beginning Teacher Salary: **\$53,000**
- Average Teacher Experience*: **11.2 years**
- Average Years with GISD*: **7.7 years**
- Student:Teacher Ratio*: **15.5:1**

College & Career Readiness

- 2016-17 Attendance Rate* **96.1%**
- 2017 Graduates* **3,977**
- Four-Year Graduation Rate* **92%**
- Students Taking SAT/ACT* **94.4%**
- Average SAT Score* **970**
- Average ACT Score* **21.5**
- 2017-18 National Merit Scholarship Finalists **11**

2018 STAAR Performance*

Students at Approaches Grade Level (Passing) or Above

Grade	Reading	Math	Writing	Science	Social Studies
3	77%	80%			
4	72%	77%	65%		
5	86%	90%		74%	
6	69%	73%			
7	72%	63%	66%		
8	86%	89%		74%	64%

2018 STAAR EOC Performance*

Students at Approaches Grade Level (Passing) or Above

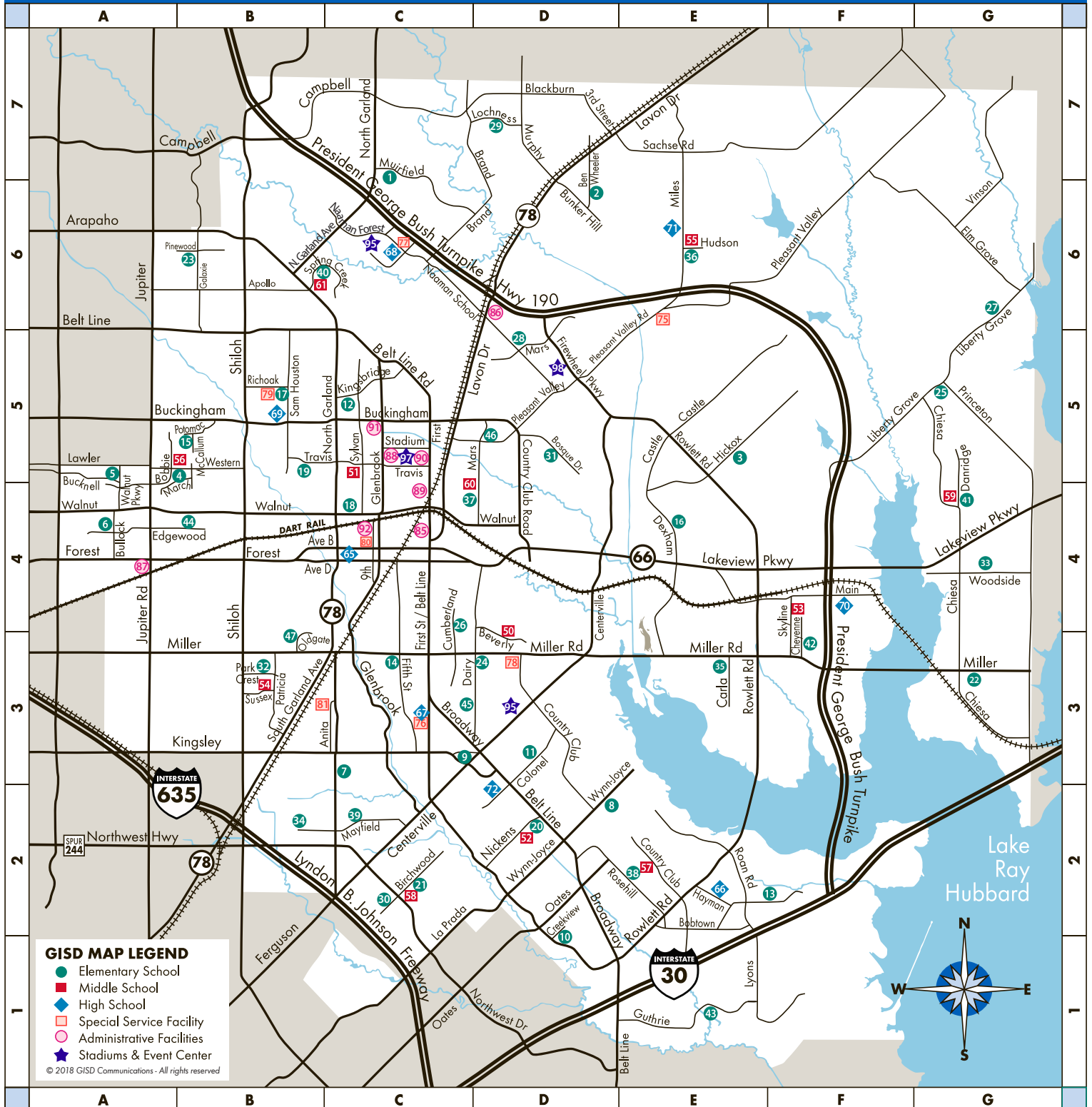
- English I **64%**
- English II **66%**
- Algebra I **84%**
- Biology **86%**
- U.S. History **92%**

Staff By the Numbers*

- Teachers **3,644**
- Auxiliary Staff **1,936**
- Professional Support Staff **838**
- Educational Aides **554**
- Campus Administration **190**
- Central Administration **49**
- **2017-18 Total Staff 7,211**

Data Sources:

- * 2017-18 Texas Academic Performance Report
- [^] 2017-18 Actual Financial Data



For key to facilities, please see reverse side of this page.

ELEMENTARY SCHOOLS

1	Abbett Elementary School 730 W. Muirfield Road, Garland 75044 (972) 675-3000	C-7	23	Hickman Elementary School 3114 Pinewood Drive, Garland 75044 (972) 675-3150	B-6
2	Armstrong Elementary School 4750 Ben Davis Road, Sachse 75048 (972) 414-7480	D-6	24	Hillside Academy for Excellence 2014 Dairy Road, Garland 75041 (972) 926-2550	D-3
3	Back Elementary School 7300 Bluebonnet Drive, Rowlett 75089 (972) 475-1884	E-5	25	Keeley Elementary School 8700 Liberty Grove Road, Rowlett 75089 (972) 412-2140	G-5
4	Beaver Technology Center for Math & Science 3232 March Lane, Garland 75042 (972) 494-8301	B-5	26	Kimberlin Academy for Excellence 1520 Cumberland Drive, Garland 75040 (972) 926-2560	C-4
5	Bradfield Elementary School 3817 Bucknell Drive, Garland 75042 (972) 494-8303	A-5	27	Liberty Grove Elementary School 10201 Liberty Grove Road, Rowlett 75089 (972) 487-4416	G-6
6	Bullock Elementary School 3909 Edgewood Drive, Garland 75042 (972) 494-8308	A-4	28	Lister Elementary School 3131 Mars Drive, Garland 75040 (972) 675-3030	D-5
7	Caldwell Elementary School 3400 Saturn Road, Garland 75041 (972) 926-2500	C-3	29	Luna Elementary School 1050 Lochness Lane, Garland 75044 (972) 675-3040	D-7
8	Carver Elementary School 2200 Wynn Joyce Road, Garland, 75043 (972) 487-4415	D-2	30	Montclair Elementary School 5200 Broadmoor Drive, Garland 75043 (972) 279-4041	C-2
9	Centerville Elementary School 600 Keen Road, Garland 75041 (972) 926-2510	C-3	31	Northlake Elementary School 1626 Bosque Drive, Garland 75040 (972) 494-8359	D-5
10	Classical Center at Vial Elementary School 126 Creekview Drive, Garland 75043 (972) 240-3710	D-1	32	Park Crest Elementary School 2232 Parkcrest Drive, Garland 75041 (972) 926-2571	B-3
11	Club Hill Elementary School 1330 Colonel Drive, Garland 75043 (972) 926-2520	D-3	33	Pearson Elementary School 5201 Nita Pearson Drive, Rowlett 75088 (972) 463-7568	G-4
12	Cooper Elementary School 1200 Kingsbridge Drive, Garland 75040 (972) 675-3010	C-5	34	Roach Elementary School 1811 Mayfield Avenue, Garland 75041 (972) 926-2580	B-2
13	Couch Elementary School 4349 Waterhouse Boulevard, Garland 75043 (972) 240-1801	F-2	35	Rowlett Elementary School 3315 Carla Road, Rowlett 75088 (972) 475-3380	E-3
14	Daugherty Elementary School 500 W. Miller Road, Garland 75041 (972) 926-2530	C-3	36	Sewell Elementary School 4400 Hudson Drive, Sachse 75048 (972) 675-3050	E-6
15	Davis Elementary School 1621 McCallum Drive, Garland 75042 (972) 494-8205	B-5	37	Shorehaven Elementary School 600 Shorehaven Drive, Garland 75040 (972) 494-8346	C-4
16	Dorsey Elementary School 6200 Dexam Road, Rowlett 75089 (972) 463-5595	E-4	38	Shugart Elementary School 4726 Rosehill Road, Garland 75043 (972) 240-3700	E-2
17	Ethridge Elementary School 2301 Sam Houston Drive, Garland 75044 (972) 675-3020	B-5	39	Southgate Elementary School 1115 Mayfield Avenue, Garland 75041 (972) 926-2590	C-2
18	Freeman Elementary School 1220 Walnut Street, Garland 75040 (972) 494-8371	C-4	40	Spring Creek Elementary School 1510 Spring Creek Drive, Garland 75040 (972) 675-3060	B-6
41	Giddens-Steadham Elementary School 6200 Danridge Road, Rowlett 75089 (972) 463-5887	G-4	42	Stephens Elementary School 3700 Cheyenne Drive, Rowlett 75088 (972) 463-5790	F-3
19	Golden Meadows Elementary School 1726 Travis Street, Garland 75042 (972) 494-8373	B-5	43	Toler Elementary School 3520 Guthrie Road, Garland 75043 (972) 226-3922	E-1
20	Handley Elementary School 3725 Broadway Boulevard, Garland 75043 (972) 926-2540	D-2	44	Walnut Glen Academy for Excellence 3101 Edgewood Drive, Garland 75042 (972) 494-8330	B-4
21	Heather Glen Elementary School 5119 Heather Glen Drive, Garland 75043 (972) 270-2881	C-2	45	Watson Technology Center for Math & Science 2601 Dairy Road, Garland 75041 (972) 926-2600	C-3
22	Herfurth Elementary School 7500 Miller Road, Rowlett 75088 (972) 475-7994	G-3	46	Weaver Elementary School 805 Pleasant Valley Road, Garland 75040 (972) 494-8311	D-5
			47	Williams Elementary School 1821 Old Gate Lane, Garland 75042 (972) 926-2610	B-3

SPECIAL SERVICE FACILITIES

75	Agriculture Training Center 2210 Pleasant Valley Road, Sachse 75048	E-6	78	GISD Alternative Education Center 2015 Country Club Drive, Garland 75041 (972) 926-2691	D-3
76	Cisneros Prekindergarten School 2826 Fifth Street, Garland 75041 (972) 271-7160	C-3	79	Parsons Prekindergarten School 2202 Richoak Drive, Garland 75044 (972) 675-8065	B-5
77	Gilbreath-Reed Career and Technical Center 4885 N. President George Bush Highway Garland 75040 (972) 487-4588	C-6	80	Pathfinder Achievement Center 221 S. Ninth Street, Garland 75040 (972) 494-8520	C-4
			81	Warren School 2625 Anita Drive, Garland 75041 • New Horizons • Warren Center (972) 926-2671	C-3

MIDDLE SCHOOLS

50	Austin Academy for Excellence 1125 Beverly Drive, Garland 75040 (972) 926-2620	D-4	51	Bussey Middle School 1204 Travis Street, Garland 75040 (972) 494-8391	C-5
52	Classical Center at Brandenburg Middle School 626 Nickens Road, Garland 75043 (972) 926-2630	D-2	53	Coyle Middle School 4500 Skyline Drive, Rowlett 75088 (972) 475-3711	F-4
54	Houston Middle School 2232 Sussex Drive, Garland 75041 (972) 926-2640	B-3	55	Hudson Middle School 4405 Hudson Drive, Sachse 75048 (972) 675-3070	E-6
56	Jackson Technology Center for Math & Science 1310 Bobbie Lane, Garland 75042 (972) 494-8362	B-5	57	Lyles Middle School 4655 S. Country Club Road, Garland 75043 (972) 240-3720	E-2
58	O'Banion Middle School 700 Birchwood Drive, Garland 75043 (972) 279-6103	C-2	59	Schrade Middle School 6201 Danridge Road, Rowlett 75089 (972) 463-8790	G-4
60	Sellers Middle School 1009 Mars Drive, Garland 75040 (972) 494-8337	C-4	61	Webb Middle School 1610 Spring Creek Drive, Garland 75040 (972) 675-3080	B-6

ADMINISTRATIVE FACILITIES

85	GISD Bond Office 409 N. First Street, Garland 75040 (972) 487-6859	C-4	88	Manuel & Maria Valle Student Services Center 720 Stadium Drive, Garland 75040 • Student Services Department - Attendance - Enrollment Center - Family & Community Engagement - GRS Giving Place - Translation Services • Title III Clinic (972) 494-8255	C-5
86	GISD Employee Clinic 3121 N. President George Bush Highway, Suite B3, Garland 75040 (972) 487-4567	C-4	89	Marvin Padgett Auxiliary Services Center 701 N. First Street, Garland 75040 • Facilities • Geographic Information Systems (GIS) • Maintenance • Security • Student Nutrition Services • Warehouse (972) 494-8201	C-5
87	Harris Hill Administration Building 501 S. Jupiter Road, Garland 75042 • Superintendent • Area Directors • Business Operations • Career & Technical Education • Communications & Public Relations • Curriculum & Instruction • English Language Learners • General Counsel • GISD Education Foundation • Guidance & Counseling • Health Services • Human Resources • Intervention • Leadership, Transformation & Innovation • ORACLE Technology • Payroll & Benefits • Purchasing • Research, Assessment & Accountability • Special Education • Special Programs • Visual & Performing Arts (972) 494-8201	A-4	90	Marvin D. Roden Technology Center <i>North end of building:</i> 410 Stadium Drive, Garland 75040 • Technology (972) 494-8152 <i>South end of building:</i> 414 Stadium Drive, Garland 75040 • Printing Services • Risk Management (972) 494-8201 <i>East end of building:</i> 326 Stadium Drive, Garland 75040 • Transportation (972) 494-8530	C-5
91	Jill Shugart Professional Development Center 870 W. Buckingham, Garland 75040 • Athletics • Instructional Resource Center (IRC) • Organizational Learning (972) 487-4450	C-5	92	Tax Office 901 W. State Street, Garland 75040 (972) 494-8570	C-4

NOTE:

The number on the left corresponds to the building location symbols. Grid coordinates are to the right of the phone number.

HIGH SCHOOLS

65	Garland High School 310 S. Garland Avenue, Garland 75040 (972) 494-8492	C-4	66	Lakeview Centennial High School 3505 Hayman Drive, Garland 75043 (972) 240-3740	E-2
67	Memorial Pathway Academy 2825 S. First Street, Garland 75040 (972) 926-2650	C-3	68	Naaman Forest High School 4843 Naaman Forest Boulevard, Garland 75040 (972) 675-3091	C-6
69	North Garland High School 2109 Buckingham Road, Garland 75042 (972) 675-3120	B-5	70	Rowlett High School 4700 President George Bush Highway, Rowlett 75088 (972) 463-8690	F-4
71	Sachse High School 3901 Miles Road, Sachse 75048 (972) 414-7450	E-6	72	South Garland High School 600 Colonel Drive, Garland 75043 (972) 926-2700	D-2

STADIUMS & EVENT CENTER

95	Curtis Culwell Center 4999 Naaman Forest Boulevard, Garland 75040 (972) 487-4700	C-6	96	Homer B. Johnson Stadium 1029 Centerville Road, Garland 75041	D-3
98	Natorium 2585 Firewheel Pkwy, Garland, TX 75040 <i>Planned opening - 2020</i>	D-5	97	Williams Stadium 510 Stadium Drive, Garland 75040	C-5

Mission Statement, Goals, and Objectives

Policy AE

Mission Statement:

The Garland Independent School District exists as a diverse community with a shared vision that serves to provide an exceptional education to all its students.

Vision Statement:

Reaching the future by driving excellence, one student at a time.

Values:

- We believe every student can learn.
- We know every student deserves our best.
- We value and celebrate all cultures.
- We respect all students, families, staff and communities.
- We demonstrate ethical behavior.

Goal Statement:

Garland ISD will ensure ALL students graduate prepared for college, careers and life by increasing student performance measures, postsecondary readiness, and graduation rates and decreasing student management incidences.

Goal and Objectives through 2024-25

<https://www.garlandisd.net/content/strategic-goals>

Objective A: Early Literacy (Reading)

Objective B: Early Literacy (Writing)

Objective C: English Language Acquisition

Objective D: Scientific Understanding

Objective E: Mathematical Proficiency

Objective F: Post-Secondary Readiness (SAT Exams)

Objective G: Post-Secondary Readiness (AP Exams)

Objective H: Student Management

Objective I: Graduation Outcomes



Board of Trustees

Policies BA, BB series, BD series, and BE series

Texas law grants the Board of Trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, facilities, and employment of the superintendent and other professional staff. The board has complete and final control over school matters within limits established by state and federal law and regulations.

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

Current [Board Members](#) include:

PRESIDENT	VICE PRESIDENT	SECRETARY	ASSISTANT SECRETARY	TRUSTEE	TRUSTEE	TRUSTEE
						
Johnny Beach	Robert Selders Jr.	Jamie Miller	Linda Griffin	Larry Glick	Jed Reed	Wes Johnson

The board usually meets at the Harris Hill Administration Building Annex which is located at 501 South Jupiter Rd., Garland, TX 75042 at 6:00 p.m. every 2nd (Committee meeting) and 4th (Regular meeting) Tuesday. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Harris Hill Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice. Link where notices can be found online: [Notices of Scheduled Meetings](http://www.garlandisd.net/content/board-meetings) (http://www.garlandisd.net/content/board-meetings)

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Administration

The district is organized into three major divisions which report to the superintendent.

Superintendent of Schools – **Dr. Ricardo Lopez**

1. **Division of Academics:**
 - Dr. Jovan Wells, Chief Academic Officer
2. **Division of Finance:**
 - Dr. Brent Ringo, Chief Financial Officer
3. **Division of Leadership:**
 - Dr. Susanna Russell, Chief Leadership Officer

A school directory that includes names, positions, phone numbers, and school mailbox numbers of all personnel in these divisions is available on the Garland ISD Intranet at [GISD INTRANET](http://home.garlandisd.net/Directories) (<http://home.garlandisd.net/Directories>). A new directory is published each fall.



2019-20 Garland ISD Academic Calendar

S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S		
AUGUST							SEPTEMBER							OCTOBER							NOVEMBER								
				1	2	3	1	2	3	4	5	6	7		[1	2	3	4	5					1	2				
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8			
11	[12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	[12	13	14	15	16		
18	19	20	21	22	23	24	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23			
25	26	27	28	29	30	31	29	30	27	28	29	30	31	24	25	26	27	28	29	30									
Aug. 5-9: Staff development							Sept. 2: Labor Day							Oct 1: Second grading period begins							Nov. 8: Second grading period ends								
Aug. 12: First day of class							Sept. 27: First grading period ends							Oct. 14: Fair day							Nov. 11: Staff development/ Student holiday								
First grading period begins							Sept. 30: Staff development/ Student holiday														Nov. 12: Third grading period begins								
																					Nov. 25-29: Thanksgiving break								
DECEMBER							JANUARY							FEBRUARY							MARCH								
1	2	3	4	5	6	7				1	2	3	4							1	1	2	3	4	5	6	7		
8	9	10	11	12	13	14	5	6	7	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14			
15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	16	17	18	19	20	21				
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	19	20	21	22	22	23	24	25	26	27	28			
29	30	31	26	27	28	29	30	31	23	24	25	26	27	28	29	29	30	31	29	30	31								
Dec. 19: Early dismissal (secondary only)							Jan. 1-3: Winter break							Feb. 14: Fourth grading period ends							March 9-13: Spring break								
Dec. 20: Early dismissal (districtwide)							Jan. 6: Teacher workday/Student holiday							Feb. 17: Staff development/ Student holiday															
Third grading period ends							Jan. 7: Staff development/ Student holiday							Feb. 18: Fifth grading period begins															
Dec. 23-31: Winter break							Jan. 8: Fourth grading period begins																						
							Jan. 20: Martin Luther King Jr. Day																						
APRIL							MAY							JUNE							JULY								
				1	2	3	4					1	2					1	2	3	4					1	2	3	4
5	6	7	8	9	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11			
12	[13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18		
19	20	21	22	23	24	25	17	18	19	20	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25			
26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31									
April 9: Fifth grading period ends							May 20: Early dismissal (secondary only)							June 29-30: GISD administrative facilities closed							July 1-3: GISD administrative facilities closed								
April 10: Student/Staff holiday							May 21: Last day of class														July 4: Independence Day								
*Bad weather day							Early dismissal (districtwide)																						
April 13: Sixth grading period begins							Sixth grading period ends																						
							May 25: Memorial Day																						
							May 26: Last teacher workday																						

School hours

AM prekindergarten	8:02-11:05 a.m.
PM prekindergarten	12:17-3:20 p.m.
Elementary school	8:10 a.m.-3:20 p.m.
Middle school	8:50 a.m.-4 p.m.
High school	7:30 a.m.-2:40 p.m.

Early dismissal times

Elementary school	1:25 p.m.
Middle school	2:05 p.m.
High school	12:40 p.m.

First semester: 86 days

[] Grading periods
Aug. 12-Sept. 27 (34 days)
Oct. 1-Nov. 8 (28 days)
Nov. 12-Dec. 20 (24 days)

Second semester: 89 days

[] Grading periods
Jan. 8-Feb. 14 (27 days)
Feb. 18-April 9 (33 days)
April 13-May 21 (29 days)

Bad weather day

April 10 is a makeup day if schools must be closed due to bad weather during the year. Please take this into account when planning activities.

Stay informed

www.garlandisd.net

 Twitter: @gisdnews

 YouTube: garlandisdnews

Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department. Please use the following link to access district department contacts via the employee intranet:

[EMPLOYEE AND LOCATION DIRECTORY.](#)

<http://home.garlandisd.net/Directories>

Helpful Websites

GISD (Garland Independent School District)

[Garland ISD Home Page](#)

<http://www.garlandisd.net/>

Garland ISD Intranet

[Garland ISD Intranet](#)

<http://home.garlandisd.net/>

Board Policy Manual

[GISD Board Policy Online](#)

<http://pol.tasb.org/Home/Index/364>

State Board for Educator Certification

[SBEC Online](#)

https://tea.texas.gov/About_TEA/Leadership/State_Board_for_Educator_Certification/

Employee Assistance Program (EAP)

[GISD Employee Assistance Program](#)

<https://www.guidanceresources.com/groWeb/login/login.xhtml>

Texas Examinations of Educator Standards

[ETS Testing Website](#)

<http://texas.ets.org/texas>

Social Security Administration

[Social Security Administration Website](#)

<http://www.ssa.gov/>

TEA (Texas Education Agency)

[Texas Education Agency Website](#)

<http://tea.texas.gov/>

TRS (Texas Retirement System of Texas)

[Texas Retirement System Website](#)

<http://www.trs.state.tx.gov/>

Employment

Equal Employment Opportunity

Policy DIA

The Garland ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, sex (including pregnancy), national origin, age, disability, military status, genetic information or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on a basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Dr. Susanna Russell located at the following address:

Dr. Susanna Russell
Chief Leadership Officer
501 South Jupiter Road
Garland, TX 75042
Phone: 972-487-3041

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis and on the district's website. Current district employees may apply for any vacancy for which they have appropriate qualifications.

Employment After Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the [TRS Website](http://www.trs.texas.gov/) (<http://www.trs.texas.gov/>).

Contract and Noncontract Employment

Policies DC Series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district. Non-Chapter 21 contracts may/will be issued to employees not requiring SBEC certification.

Probationary Contracts

Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e. three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term should be given.

Term contracts

Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online.

Noncertified professional and administrative employees

Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by a non-chapter 21 contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

Paraprofessional and auxiliary employees

All paraprofessional and auxiliary employees, regardless of certification, are employed at will. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Human Resources Certification Office in a timely manner.

A certified employee's contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Human Resources if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policies DC

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Thelma Rios (TBRiosgo@garlandisd.net) in the Human Resources Department if you have any questions regarding re-verification of employment authorization.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

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

Employees required to have a commercial driver's license

Any employee who is required to have a commercial driver's license (CDL) is subject to

drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following motor vehicle accidents. Return to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

- **Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact Risk Management at 972-494-8382.**

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification to their campus principal by September 30.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder awareness, recognition, and related first aid.

Reassignments and Transfers

Policy DK

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 an individual school or the district at large. Reassignment shall be defined as is 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.

Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. Teachers requesting a transfer to another campus before the school year begins must submit a request by using the online application system. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by Human Resources and must be approved by the receiving supervisor.

Recommending Relatives for Employment

Policy DC

A district employee with responsibilities with the district's hiring process shall be prohibited from recommending for hire any person related to that employee within the third degree by blood or marriage.

Supervising Relatives

Policy DK

A District employee with supervisory responsibilities shall not supervise persons who are related to the supervisor within the third degree by blood or marriage.

Assignment of Relatives

Policies DK

No employee shall be assigned to a position in which he or she would supervise or would otherwise be directly responsible for the evaluation of a member of his or her immediate family. Employees of the district who are related to one another shall be assigned to different campuses or departments. If two employees marry while serving on the same campus or department, the superintendent or designee shall transfer one of the employees to another campus or department. The superintendent may make an exception to this requirement after consulting with the board.

For purposes of this policy, immediate family shall be considered those individuals related within the third degree of consanguinity or within second degree of affinity.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional employees

Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school [calendar](http://www.garlandisd.net/calendars/) (<http://www.garlandisd.net/calendars/>) is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Work Schedules

All district employees will follow regular work schedules as outlined. If needed, principals may assign an aide to arrive early and leave early to supervise students before school begins. Principals should schedule the working hours of secretaries and aides on their campus to fit the particular needs of that campus. Paraprofessionals' workday is 8 hours, 7.5 paid hours per day of work and 30 unpaid minutes for lunch.

Paraprofessionals will be paid for the time they ride the bus above their normal work week of 37.5 hours. Custodians work hours are to be arranged with the Assistant Director of Building Services. Guidelines of the Fair Labor Standards Act (FLSA) shall apply to paraprofessional and auxiliary employees who are non-exempt and therefore subject to overtime/compensatory time rules. Teachers and other professionals are exempt from the overtime/compensatory time rules of the FLSA.

There are occasions when professional employees are expected to work beyond the normal work schedule for activities such as parent conferences, meet-the-teacher night, report card pickup, etc. These times are scheduled by the principal and should be kept within reasonable limits. Direct any questions regarding these issues to your direct supervisor and/or Human Resources.

Planning and Preparation Time

Each classroom teacher is entitled to at least 450 minutes within each two-week period for instructional preparation, including parent-teacher conferences, evaluating students' work, and planning. A planning and preparation period under this section may not be less than 45 minutes within the instructional day. During a planning and preparation period, a classroom teacher may not be required to participate in any other activity. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

NORMAL WORK SCHEDULES:

Campus Type/Level	School Year
Elementary School	2019-2020
Principal/Administrator	7:30 a.m. - 4:00 p.m.
K-5 Teacher and staff	8:00 a.m. - 4:00 p.m.
K-5 Students in class	8:10 a.m. - 3:20 p.m.
Classical Center at Vial-Teachers	8:15 a.m. - 4:15 p.m.
K-5 Classical Center at Vial - Students	8:50 a.m. - 4:00 p.m.
AEC Elementary Teachers	7:45 a.m. - 3:45 p.m.
AEC Elementary Students in class	8:00 a.m. - 3:10 p.m.
Pre-K Teachers (center and satellite)	8:00 a.m. - 4:00 p.m.
Pre-K Students in class - morning	8:02 a.m. - 11:05 a.m.
Pre-K Students in class - afternoon	12:17 a.m. - 3:20 p.m.
PAC Teachers	7:00 a.m. - 3:00 p.m.
PAC Students in class	7:30 a.m. - 2:40 p.m.
Middle School	2019-2020
Principal/Administrator	8:00 a.m. - 4:30 p.m.
Teacher and staff	8:10 a.m. - 4:10 p.m.
Students in class	8:50 a.m. - 4:00 p.m.
PAC Teachers	7:00 a.m. - 3:00 p.m.
PAC Students in class	7:30 a.m. - 2:40 p.m.
AEC Teachers	7:45 a.m. - 3:45 p.m.
AEC Students in class	8:00 a.m. - 3:10 p.m.
Memorial Newcomer/ACE Teachers	8:00 a.m. - 4:00 p.m.
Memorial Newcomer/ACE Students	8:10 a.m. - 3:20 p.m.
High School	2019-2020
Principal/Administrator	6:45 a.m. - 3:30 p.m.
Teacher and staff	7:15 a.m. - 3:15 p.m.
Students in class	7:30 a.m. - 2:40 p.m.
Memorial Pathway Academy Session 1	8:00 a.m. - 12:09 p.m.
Memorial Pathway Academy Session 2	12:41 p.m. - 4:50 p.m.
Memorial Non-Traditional Teacher Shift 1	7:50 a.m. - 3:50 p.m.
Memorial Non-Traditional Teacher Shift 2	8:50 a.m. - 4:50 p.m.
PAC Teachers	7:00 a.m. - 3:00 p.m.
PAC Students in class	7:30 a.m. - 2:40 p.m.
AEC Teachers	7:45 a.m. - 3:45 p.m.
AEC Students in class	8:00 a.m. - 3:10 p.m.

GRCTC Teachers	7:00 a.m. - 3:00 p.m.
GRCTC Students in class	7:15 a.m. - 2:45 p.m.
ACE Handley Elementary- Teachers	8:00 a.m. – 5:00 p.m.
ACE Handley Elementary- Students	8:10 a.m. – 4:20 p.m.
ACE Lyles Middle School- Teachers	8:10 a.m. – 5:10 p.m.
ACE Lyles Middle School- Students	8:50 a.m. – 5:00 p.m.

Breakfast in the Classroom Schedule for Elementary and Secondary Schools

Alternative Education Center	Bradfield Elementary	Bullock Elementary	Caldwell Elementary	Centerville Elementary
Cisneros Pre-K Center	Cooper Elementary	Daugherty Elementary	Davis Elementary	Ethridge Elementary
Freeman Elementary	Golden Meadows Elementary	Handley Elementary	Heather Glen Elementary	Montclair Elementary
Northlake Elementary	Path Finder Achievement Center	Park Crest Elementary	Parsons Pre-K Center	Routh Roach Elementary
Shorehaven Elementary	Southgate Elementary	Toler Elementary	Weaver Elementary	Williams Elementary
Shugart Elementary	Hickman Elementary			

- **Elementary Staff Hours: 7:45 a.m. - 3:45 p.m.**

Harris Hill Administration Building and Non-School Buildings

- All Staff: 8:00 a.m. - 4:30 p.m. M-TH; 8:00 a.m. - 4:00 p.m. Fri. with 60-minute lunch.
- Summer Work Schedules will be governed by guidelines issued yearly.

Non-Exempt and Auxiliary Employees

Support employees are employed at will and will receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Non-exempt and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisors. See *Overtime Compensation* on page 27 for additional information.

Breaks for Expression of Breast Milk

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from

other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law also requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request.

- **Employees who have questions about their certification status can call Human Resources at 972-487-3057 and ask to speak with a certification specialist.**

Outside Employment and Tutoring

Policy DBD

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to their supervisor. Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Lesson Plans

Lesson plans are required of all teachers. Check with the principal concerning when plans are due each week. All secondary teachers in the core areas (math, science, social studies, and English Language Arts/Reading) should enter lesson plans into the district online curriculum planner or use the form chosen on that campus.

Performance Evaluation

Policy DN series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Garland ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on the District Educational Improvement Council or the Campus Improvement Team advisory committees.

Plans and detailed information about the shared decision-making process are available in each campus office or from the Division of Academics.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

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

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid on an hourly wage or salary and receive compensatory time or overtime pay for each overtime hour worked beyond 40 in a workweek.

Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact the [Payroll Department](http://home.garlandisd.net/Payroll) (<http://home.garlandisd.net/Payroll>) for more information about the district's pay schedules or their own pay. The district may deduct any over payment to an employee from one or more of the employee's paychecks.

Federally Funded Positions

All employees, including teachers, paraprofessionals, and other staff paid with federal funds must document the time and effort they spend within that program. The portion of the federally-paid salary should reflect the time and effort the individual has put forth for that federal program.

Semi-annual certifications are required for personnel whose compensation is funded solely from a federal grant. These certifications document that these personnel have been working solely in activities supported by the identified grant. The certification must (1) be completed once every six-months and cover a semi-annual period (e.g., July-December and January-June) (2) identify the name of the federal program, (3) include a statement that the employee worked solely on the identified program for the period covered by the certification, and (4) be signed and dated by the employee and supervisor after the work is performed. In addition, a description of job responsibilities must be signed by the Federally-funded employee and supervisor annually.

Monthly certifications are required for personnel whose time is charged in part to a Federal grant and in part to other revenue sources (split-funded staff). These reports document the portions of time and effort dedicated to the identified grant fund and to other revenue sources. Such records must (1) be completed after-the-fact, (2) account for the total time for which the employee is compensated, (3) be prepared at least

monthly, (4) coincide with one or more pay periods, and (5) be signed by the employee and supervisor.

Paychecks

For monthly paid professional and paraprofessional employees, pay day is the 27th of each month. When the 27th falls on Saturday, then pay day will be the preceding Friday the 26th; or if the 27th falls on Sunday the pay day will be following Monday the 28th. In December, pay day will be the next to last work day before winter break. For biweekly paid employees (Food Service, Maintenance, Transportation, Warehouse, and Substitute), payday is every other Friday.

Notice to Employees: Requirements of the Affordable Care Act

As of January 1, 2014, the Affordable Care Act (ACA) requires you to have health insurance for yourself and your dependents. Some people are exempt from this requirement. To learn how to apply for an exemption see *Questions and Answers on the Individual Shared Responsibility Provision*, [IRS Website: Questions and Answers on the Individual Shared Responsibility Provision](#). If you do not have health insurance and you are not exempt, you may be subject to a penalty (see [Health Care.gov Website for Individuals without Health Coverage](#)). The penalty took effect on the first day of the 2014 plan year (September 1, 2014).

Enrollment in TRS-ActiveCare satisfies the requirement to have health insurance. The TRS-ActiveCare Enrollment Guide explains who is eligible to enroll in ActiveCare.

Enrollment in another plan, such as through a spouse, parent, or association, also satisfies the requirement to have health insurance if the plan provides minimum essential coverage.

As an alternative to ActiveCare or another health insurance program, you may enroll in insurance through the Health Insurance Marketplace. In Texas, the Marketplace is a federal government program that will offer “one-stop shopping” to find and compare private health insurance options. Most individuals are eligible to enroll in insurance through the Marketplace.

You may be eligible for a premium tax credit or other assistance toward insurance obtained through the Marketplace, depending on your household income. More information on the premium tax credit and other cost sharing provisions is available at [Healthcare.gov Website](http://www.healthcare.gov/) (<http://www.healthcare.gov/>). Please note that the district will not contribute to premium costs if you enroll in insurance through the Marketplace. Also, you will lose the benefit of paying the premium with pre-tax income if you purchase insurance through the Marketplace.

Additional information. If you have questions or concerns about the health insurance offered through the district, please contact: Garland ISD Benefits Department at 972-487-3047 or benefits@garlandisd.net Questions about the Marketplace and how the Affordable Care Act impacts you as an individual should be addressed to [Healthcare.gov Website \(http://www.healthcare.gov/\)](http://www.healthcare.gov/) or to your personal attorney.

GARLAND INDEPENDENT SCHOOL DISTRICT MONTHLY PAYROLL SCHEDULE

(For Professionals and Para-Professionals)

2019 – 2020 SCHOOL YEAR

Pay Period	Paid Through Date	Payroll Cut Off	Check Run Date	Payday
September	08/31/19	09/10/19	09/24/19	09/27/19
October	09/30/19	10/10/19	10/23/19	10/28/19
November	10/31/19	11/11/19	11/18/19	11/21/19
December	11/30/19	12/10/19	12/16/19	12/19/19
January	12/31/19	01/13/20	01/21/20	01/24/20
February	01/31/20	02/10/20	02/24/20	02/27/20
March	02/29/20	03/16/20	03/24/20	03/27/20
April	03/31/20	04/13/20	04/22/20	04/27/20
May	04/30/20	05/11/20	05/21/20	05/27/20
June	05/31/20	06/10/20	06/23/20	06/26/20
July	06/30/20	07/13/20	07/21/20	07/27/20
August	07/31/20	08/12/20	08/24/20	08/27/20

Note: All Payroll items must be submitted by 12:00 Noon on the cut-off date. The Scheduled monthly payday for the district is the 27th with the following exceptions:

- When the 27th falls on Saturday, Payday moves to the Friday before
- When the 27th falls on Sunday, Payday moves to the following Monday

HOLIDAY SCHEDULE

November Payday will be on Thursday, November 21st
 December Payday will be on Thursday, December 19th
 January Payday will be on Friday, January 24th

PAYROLL CHECKS ARE MAILED
DIRECT DEPOSIT RECEIPTS ARE AVAILABLE ON ORACLE SELF SERVE

**GARLAND INDEPENDENT SCHOOL DISTRICT
BI-WEEKLY PAYROLL CALENDAR
2019-2020 SCHOOL YEAR**

PAY PERIOD	PAID THROUGH	CUT-OFF	CHECK RUN	PAY DAY
JULY	06/15 - 06/28	06/27/19*	06/27/19*	07/05/19
	06/29 - 07/12	07/15/19	07/15/19	07/19/19
AUGUST	07/13 - 07/26	07/29/19	07/29/19	08/02/19
	07/27 - 08/09	08/12/19	08/12/19	08/16/19
	08/10 - 08/23	08/26/19	08/26/19	08/30/19
SEPTEMBER	08/24 - 09/06	09/09/19	09/09/19	09/13/19
	09/07 - 09/20	09/23/19	09/23/19	09/27/19
OCTOBER	09/21 - 10/04	10/07/19	10/07/19	10/11/19
	10/05 - 10/18	10/21/19	10/21/19	10/25/19
NOVEMBER	10/19 - 11/01	11/04/19	11/04/19	11/08/19
	11/02 - 11/15	11/18/19	11/18/19	11/22/19
DECEMBER	11/16 - 11/29	12/02/19	12/02/19	12/06/19
	11/30 - 12/13	12/16/19	12/16/19	12/20/19
JANUARY	12/14 - 12/27	12/20/19*	12/20/19*	01/03/20
	12/28 - 01/10	01/13/20	01/13/20	01/17/20
	01/11 - 01/24	01/27/20	01/27/20	01/31/20
FEBRUARY	01/25 - 02/07	02/10/20	02/10/20	02/14/20
	02/08 - 02/21	02/24/20	02/24/20	02/28/20
MARCH	02/22 - 03/06	03/06/20*	03/06/20*	03/13/20
	03/07 - 03/20	03/23/20	03/23/20	03/27/20
APRIL	03/21 - 04/03	04/06/20	04/06/20	04/10/20
	04/04 - 04/17	04/20/20	04/20/20	04/24/20
MAY	04/18 - 05/01	05/04/20	05/04/20	05/08/20
	05/02 - 05/15	05/18/20	05/18/20	05/22/20
JUNE	05/16 - 05/29	06/01/20	06/01/20	06/05/20
	05/30 - 06/12	06/15/20	06/15/20	06/19/20

**NOTE: ALL PAYROLL ITEMS MUST BE SUBMITTED BY 12:00 NOON ON THE CUT-OFF DATE.
*CUTOFF DATES ADJUSTED FOR DISTRICT CLOSINGS**

The number of contract days (months) determines when the first check and last check for the upcoming school year is received. This information is included in the table below.

NUMBER OF MONTHS WORKED	PAY SCHEDULE
10 Month Employee	September – August
11 Month Employee	August – July
12 Month Employee”	July – June

When an employee changes contract length, there will be consequences regarding payroll that need further explanation by Human Resources and/or Payroll.

Direct Deposit

Direct deposit is **preferred** to ensure the safest and most efficient method of receiving pay. GISD also offers the cash pay card that is also direct deposit but does not require having a bank account. With regular direct deposit, pay is sent electronically to your personal bank account.

With the cash pay card, pay is loaded to a debit type card and can then be accessed through ATM machines and can also be used at most places of business. With either direct deposit option the employee pay slip is distributed on payday through Oracle Self Service. You must have an Oracle logon and password. For assistance with obtaining a logon and password, please e-mail Ann Parsons at aparson@garlandisd.net.

NOTE: Once the Direct Deposit Authorization form is completed both initially and for any account changes, it will take one to two pay cycles (depending on completion date) to be active. During the interim period of direct deposit activation, an actual check will be processed and mailed to the current address on file. If the check is delayed for any reason delayed in US mail delivery, be aware that a replacement check will not be re-issued until the fifth business day.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired in this district after March 31, 1986)
- Child support and spousal maintenance, if applicable

- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations, assignments, deferred compensation programs, and cafeteria plans. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees are entitled to overtime compensation. Nonexempt employees are **not** authorized to work beyond their normal work schedule without **advance approval** from their supervisor. This includes work from home. Failure to follow administrative directives may result in disciplinary actions. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.

Overtime is legally defined as all hours worked in excess of 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 a.m. Saturday and ends at 11:59 p.m. Friday.

Nonexempt employees that are paid on a salary basis are paid for up to and including a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

Employees may be compensated for overtime (i.e., hours beyond 40 in a work week) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 40 hours of straight time.
- Employees can accumulate up to 60 hours of compensatory (comp) time.
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee shall be required to use comp time before using available paid state and local leave.
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel expense reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the

district. Employees must submit receipts to the extent possible to be reimbursed for allowable expenses other than mileage.

Health, Dental, and Life Insurance

Policy CRD

Garland ISD is proud to offer a competitive benefits package which includes the following district provided benefits:

- \$15,000 Group Life Insurance
- \$15,000 Group Accidental Death & Dismemberment Insurance
- Employee Assistance Program
- Employee Wellness Program

It also includes the following voluntary benefits, which can be paid through payroll deduction, that employees can purchase at their discretion:

- Group Universal Life Insurance
- Individual Life Insurance
- Disability Insurance
- Dental Plans (DHMO and Indemnity)
- Vision Plan
- Accident Plan
- Critical Illness Plan
- Identity Theft Plan
- Flexible Spending Accounts (Medical and Daycare)
- Health Savings Account
- Retirement Savings Plans (403b and 457b)

Group health insurance is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to the employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week.

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees online at the [Employee Benefits Center \(EBC\)](https://ffbenefits.azurewebsites.net/garlandisd/).
(<https://ffbenefits.azurewebsites.net/garlandisd/>)

Other Benefits

Employee Assistance Program

The Garland ISD Employee Assistance Program (EAP) is available 24 hours a day, every day, to help employees find the support and referrals they need to balance work and home. The EAP can assist with family and relationship concerns, workplace conflicts, substance use and abuse, stress and anxiety, health and wellness, child care, community services, elder care, legal and financial, schools and camps & many more areas. This program is available for free to all GISD employees and their household members. You can call for confidential assistance from a trained professional and have access to three free in-person counseling sessions.

Employee Wellness Program

The GISD Employee Wellness Program offers resources to promote your health and well-being. Throughout the year activities will be available for you to participate in to support your health and wellness. These activities may include CPR/AED instruction, fitness opportunities, health fairs, health and wellness campaigns, health and wellness challenges, health and wellness resources, health and wellness seminar series, stress management resources, tobacco cessation information, and wellness communications.

We welcome and encourage everyone to participate in our Employee Wellness Program. If you need any help from us to get the most out of employee wellness program events (such as receiving materials in large print), just let us know, and we will work with you to arrive at a solution. If you would like to participate, but it may be unreasonably difficult due to a medical condition or medically inadvisable to participate, please contact the Coordinator of Employee Wellness and Nutrition at 972-487-3164 or wellness@garlandisd.net, and we will work with you to develop another way to participate. It is important that you check with your physician before starting a new diet or exercise program.

Programs offered by Independent Health Care Professionals

Other health and wellness programs are offered as a courtesy to GISD employees by community health care providers throughout the year. These programs include blood drives, community health and wellness events, health screenings, mammograms, and vaccinations. These are additional opportunities for employees to take advantage of health and wellness opportunities offered to the community by various health care providers in convenient locations, but they are not associated with GISD's Employee Wellness Program.

TRS ActiveCare Wellness

For employees who elect TRS ActiveCare medical coverage, health and wellness resources are available from Aetna and Scott & White. Offerings include nurse lines, maternity programs, and other health and wellness programs. Please visit their respective websites for more information.

Please visit the Wellness intranet or internet pages for more information on wellness resources available.

Employee Discounts

Employees can visit www.garlandisd.net/staff/discounts to view discounts that local businesses offer Garland ISD employees.

Employee Clinic

GISD offers the services of an Employee Clinic to all full-time permanent staff members, their spouses, and their eligible dependents over the age of two and under 26.

Visits to the clinic cost \$10 regardless of insurance coverage.

The clinic is not designed to take the place of a primary care physician. It is staffed by health care providers who treat minor illnesses such as sore throats, ear aches, and sinus infections.

All minors must be accompanied by an adult. A GISD employee badge or other identification is required to access services. Eligible dependents eighteen or older must also present identification during check-in.

Contact information for the GISD Employee Clinic is listed below:

Garland ISD Employee Clinic
3121 N. President George Bush Highway
Suite B3
Garland, TX. 76050
972-487-4567
gisdclinic@garlandisd.net

Please use this link to access more information about the GISD Employee Clinic, including hours of operation, a list of frequently asked questions, registration documents, and a virtual tour. [Employee Clinic](http://www.garlandisd.net/node/248) (<http://www.garlandisd.net/node/248>)

Leaves and Absences

Policies DEC, DECA, DECB

Reporting Absences and Securing a Substitute

Each building will give directions on what procedures the employee is to follow in reporting an absence. All teachers should leave some type of lesson plan along with seating charts and instructions for substitutes in the event of an absence. The district has a computerized central Absence Management system to request a substitute and record an absence. To access the Absence Management System, go to (app.frontlineeducation.com).

(See [Appendix C](#))

For those employees who report absences using the Absence Management System, absences will be reported as either half day or full day absences. Employees may not place into the system absences for less than a half or a full day for a singular absence.

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than **five days** should call **Human Resources** for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district. (See [Appendix A](#))

Paid leave must be used in one-half (0.5) day increments. Earned comp time must be used before any available paid local and state leave. Unless an employee requests a different order, available paid local and state leave will be used in the following order:

- Local leave
- State sick leave accumulated prior to 1995-1996
- State personal leave

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form or certification.

Immediate Family

For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son-or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*
- Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

For purposes of family and medical leave, the definition family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA (LEGAL).

Medical Certification

Any employee who is absent more than five consecutive work days because of a personal or more than 3 consecutive work days because of family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

Note: One work day equals 7.5 hours for professional and paraprofessional staff. For other auxiliary staff, 8.0 hours constitutes a normal work day.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of individuals or their family members. To comply with this law, we are asking you not to provide any genetic information when responding to this request for medical information. “Genetic information,” that should not be disclosed pursuant to GINA includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, genetic information of a fetus carried by an individual or an individual’s family member, and genetic information of an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance

Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee’s unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

State Personal Leave

State law entitles all employees to five days of paid state personal leave per year. State personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee’s usual assignment, whether full-time or part-time. State personal leave, is transferable to other Texas school districts and generally transfers to education service centers. State personal leave may be used for two general purposes: nondiscretionary and discretionary.

Non-discretionary. Leave taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little if any advance planning. Non-discretionary leave may be used in the same manner as old state sick leave. (See [Policy DEC Legal](#))

Discretionary. Leave taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary leave shall submit a written request to his or her principal or supervisor, within guidelines established by the principal or supervisor. No employee shall be granted discretionary use of state personal leave on days scheduled for state-mandated assessments at his or her campus. Individual supervisors may also restrict the use of state personal for discretionary purpose on other days. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

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

Old State Sick Leave

Old state sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. Old state sick leave can be used only in half-day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

Note: One work day equals 7.5 hours for professional and paraprofessional staff. For other auxiliary staff, 8.0 hours constitutes a normal work day.

If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck.

Sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e. natural disasters or life-threatening situations)
- Baby bonding
- Death in the immediate family
- Active military service

Local Leave

All employees shall receive two paid days of local leave per school year, at a rate of one-half workday for each 45 workdays of employment. Local leave shall accumulate

without limit and shall be taken with no loss of pay. Local leave shall be used under the terms and conditions applicable to state personal leave.

Vacation and Holidays

Policy DED

A full-time manual trades employee in a position normally requiring 12 months of service shall receive paid vacation days and holidays each year. Use of vacation days shall require advance approval of the employee's direct supervisor, and the employee's supervisor shall designate the holidays based on the District-approved school calendar.

Extended Leave

Local policy also provides a "safety net" of 30 days of extended leave after all other paid leave is exhausted to full-time employees. Less than full-time employees will be credited with extended leave based on the percent of time worked.

Employees who have exhausted accumulated paid leave benefits may be granted extended leave as follows:

- Extended leave will be applied automatically once all paid leave is exhausted. For an absence of more than 5 consecutive work days, a written request for extended leave with medical documentation must be submitted no later than 15 calendar days after leave begins.
- Extended leave shall be granted for personal or immediate family illness or injury, family emergency, or death in the immediate family or for absences related to the birth or placement of a child when leave is taken within the first year after the child's birth, adoption, or foster placement.
- Extended leave shall not exceed a total of 30 days during employment in the district.
- The employee is paid the normal daily rate minus \$100.00 per day for professional employees, or \$50.00 or one-half of the daily rate of pay for auxiliary and paraprofessional employees, whichever calculation gives the employee the greatest amount.

The medical leave form to request Extended leave can be found on the GISD website. Go to the [Garland ISD Website](http://www.garlandisd.net/) (<http://www.garlandisd.net/>). Select Staff, then Policies. Scroll down to Family Medical Leave/FMLA and click on Medical Leave. Contact the Human Resources Department if you have questions. (See [Appendix A](#))

Family and Medical Leave Act (FMLA) General Provisions

The following text is from the federal notice, *Employee Rights and Responsibilities Under the Family and Medical Leave Act*. Specific information that the district has adopted to implement the FMLA follows this general notice.

Leave Entitlements

Eligible employees who work for a covered employer can take up to 12 weeks (60 work days) of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

Benefits and Protections

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

Eligibility Requirements

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

Requesting Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary.

Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

Family and Medical Leave (FML) Local Provisions

Eligible employees can take up to 12 weeks (60 calendar days) of unpaid leave in the 12-month period from July 1-June 30.

To be eligible for FML, an employee must have worked for the district for at least 12 months and have worked for at least 1,250 hours during the 12 months prior to the start of the FML leave.

Combined Leave for Spouses. Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district also permits the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee's ability to perform essential job function is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider.

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (see DECA (LEGAL)).

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

Concurrent Use of Leave. When an absent employee is eligible for FML leave, the District shall designate the absence as FML leave. The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FML leave.

District Contact. Employees that require FML or have questions should contact Human Resources for details on eligibility, requirements, and limitations.

Temporary Disability

Certified Employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule.

Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, Human Resources should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

Workers' compensation is a state-regulated insurance program that:

- Pays reasonable medical costs if you are injured on the job
- May pay income benefits to replace part of the wages you lose because of an on-the-job injury

All medical treatment for workers' compensation injuries or illnesses must be with an approved Alliance Provider. If it is an emergency, employees may seek treatment at the nearest emergency room. You can locate a medical provider at the [Political Subdivision Workers' Compensation Alliance](http://www.pswca.org/) (<http://www.pswca.org/>).

An employee becomes eligible for Temporary Income Benefits (TIB) on the eighth day that a work-related injury or illness causes the employee to lose all of his/her usual pay. Workers' compensation will replace 70% or 75% of an employee's lost wages, depending on hourly rate not to exceed the maximum income benefits rate as determined by law, if the injury or illness causes the employee to lose all of his/her income for more than seven calendar days.

Garland ISD has a Return to Work Program designed to return an injured employee to the workplace as soon as medically possible. Employees who are injured on the job must keep Risk Management and supervisors updated on their medical status after every doctor appointment.

Employees injured in the scope of his/her employment must complete the Employee's Choice to Use Paid Leave as soon as they begin losing time from work. An employee can elect to use his/her accumulated sick leave, vacation days or local leave days in lieu of his/her workers' compensation Temporary Income Benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or injury wage. An employee shall report an on-the-job injury to his/her supervisor by the conclusion of the work day or immediately upon determining the injury or illness is work related. The affected school or department must report all on-the-job injuries and/or work-related illnesses to Risk Management 972-494-4382 within 24 hours.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to your immediate supervisor and/or Risk Management.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or not prosecuted due to age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years from the date of assault) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation, the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Bereavement Leave

The district does not give any additional leave for bereavement. Employees can use local, state personal, or extended leave for bereavement if available.

Jury Duty

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use paid leave. Employees may be required to submit documentation of their need for leave for court appearances.

Absences for court appearances related to an employee's personal business shall be deducted from the employee's leave, or at the option of the employee, shall be taken as leave without pay.

Truancy Court Appearances

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training or duty orders by proper authority. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service. (See [DECB Legal](#))

Reemployment after military leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Human Resources at 972-487-3057. In most cases, the length of federal military service cannot exceed five years.

Continuation of health insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period

not to exceed 24 months. Employees should contact the Benefits Office for details on eligibility, requirements, and limitations.

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. To request a grievance form, please contact Human Resources or General Counsel. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is online at: [Board Policy DGBA](#) (<http://pol.tasb.org/Policy/Code/364?filter=DGBA>)

Fraud, Ethics, Compliance Hotline & Online Report Form

District employees and vendors have access to a 24-hour toll-free hotline and online form to report illegal activities and violations of district policy. Incident reports are made by calling the Network (a third party service provider) on the hotline number: **1-800-527-7140** or by filling out the [online reporting form](#) or navigating to: <https://login.frontlineeducation.com/login?signin=56b255ecb3d30986751860c4d039cd31&productId=ABSMGMT&clientId=ABSMGMT#/login>. A trained interviewer at the Network will handle the call. Questions will be asked by the interviewer based on information provided by the caller. Incident reporting can be anonymous by calling the hotline. An incident report detailing reported information will be prepared and sent to the independent internal auditor for follow up.

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with Department changes, and district policies and procedures
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making false claims, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to Texas Education Agency* page 58 for additional information.

The *Educator's Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

Code of Ethics and Standard Practices for Texas Educators

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment

to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen.

The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Professional Ethical Conduct, Practices, and Performance

Enforceable Standards

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

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

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

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

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

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

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

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

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

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

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

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

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

Ethical Conduct Toward Professional Colleagues

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

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

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

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

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or provides information for a disciplinary investigation or proceeding under this chapter.

Ethical Conduct toward Students

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

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

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

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

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

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

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

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network

communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

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

Dress Code Policy

Local policy states, "District employees shall dress in a clean, neat, professional manner, appropriate to their assignments in the District." Although this policy does not have a specifically prescribed dress code, it is essential that all employees give due consideration to the way they dress, since we are often viewed as role models by the students we serve. Each campus administrator/supervisor may define what is considered professional and appropriate for that campus/workplace.

Garland ISD Social Media Guidelines

A. Introduction/Purpose

Social media serves as a powerful communication tool to engage audiences, gain insight, and share news or information. But the use of social media also presents risks and carries with it certain responsibilities—especially within education. To help employees operate professional and personal accounts appropriately, Garland ISD established these guidelines:

All employees are responsible for knowing and understanding these guidelines in addition to GISD's **Staff Acceptable Use Policy and Personal Social Media Use**. ([Appendix F](#))

B. Definition of Social Media

While the forms of social media continue to change, it is commonly defined as electronic communication where users share information, ideas, personal messages and other content.

Social media may include, but is not limited to:

- Social networking sites (Twitter, Facebook, SnapChat, Instagram, LinkedIn, Google+)
- Video and photo sharing sites (Instagram, Flickr, YouTube, Vimeo)
- Blogs (Blogger, WordPress, Tumblr, Weebly)
- Wikis (Google apps, Wikispaces, Wikipedia)
- Forums and editorial comments

Podcasting and vodcasting
Social bookmarking (Pinterest, Delicious)
Geo-spatial tagging (Foursquare)
Personal websites

Professional social media includes work-related accounts established for campuses, departments, classrooms, individuals, etc. Personal social media includes activity by GISD employees that is not related to the district. Be aware that personal and professional lines are often blurred in a digital world. And because GISD staff members are state employees, legal regulations also factor into the personal-professional blend. Once someone is identified as a district employee, actions are a reflection of GISD and can potentially affect their employment.

With open access to all social media, employees must accept the associated liability and commit to its appropriate use.

C. Professional Social Media Use

Professional social media accounts should be kept separate from personal ones. They should also identify their affiliation with GISD either in title or description. Campus, department and school-based accounts are encouraged to only retweet work-related individual accounts, not personal ones.

1. Campus and Department Accounts

Social media accounts for GISD campuses and departments must be created by Communications. This ensures a uniform naming structure and allows passwords to be kept on file in case access is needed. Campus and department leadership should email Communications Director [Tiffany Veno](mailto:taveno@garlandisd.net) (taveno@garlandisd.net) with the account request or if passwords are changed in the future.

Failure to contact Communications will result in corrective action before the account is recognized as official. Because all campus and department accounts are added to GISD's social media directory, it may also lead to missed promotion opportunities.

2. School-based (activity) Accounts

Social media accounts for classrooms, clubs, sports, etc., can be created by campus staff, but must have principal approval. Schools are responsible for keeping a current list along with accompanying passwords.

3. Individual Accounts

Social media accounts created by individuals to speak in an official capacity as an employee of GISD do not require prior approval.

4. Rules

- a) Do not violate the Family Educational Rights Privacy Act (FERPA). Any student named or pictured must have on file, in Skyward, consent for publication.
- b) Do not compromise district or student safety. The public does not need to know that an Internet firewall or building access control system is not working.
- c) Do not communicate with students unless permitted by the superintendent, principal or supervisor. Exceptions can be made for relatives and family friends.
- d) Limit permitted communication with students to matters within the scope of professional responsibilities.
- e) Ensure parents and administrators have access to all communication with students.
- f) Respect copyright fair use and other laws. Give credit to sources of content, images and ideas referenced.
- g) Personal information about students or staff cannot be shared. This includes sharing birthdays via social media on the internet.

5. Best Practices

- a) Professional social media accounts are an extension of Garland ISD. Use sound judgement and maintain a positive image.
- b) Create public accounts—not friend-based—that do not require approval to see posts. Think fan pages versus profiles in Facebook.
- c) Use district email addresses for all professional social media accounts.
- d) When possible, adhere to the district's [Style Guide](http://home.garlandisd.net/files/gisd_styleguide-full.pdf) (http://home.garlandisd.net/files/gisd_styleguide-full.pdf). Do not abbreviate words that are not supposed to be abbreviated, use numbers in place of words or deliberately leave out letters.
- e) Triple check for spelling and grammar errors before posting.

- f) Exercise extreme caution if electing to follow other accounts. Only follow professional ones. Do not follow students. Do not follow friends.
- g) Understand that sharing someone's post can be seen as approval of both the person and information.
- h) Refrain from sharing political views, including those related to GISD or opinions on public issues not pertaining to GISD.
- i) If a mistake is made, admit it, and be quick with a correction.
- j) Accounts with no activity for 90 days or more should be deactivated.
- k) If using a social media management application such as Hootsuite or TweetDeck for both professional and personal accounts, ensure posts are made to the proper account.

*Be courteous of your followers, especially those who receive tweets as texts. Refrain from posting between the hours of 9:00 p.m. and 7:00 a.m.

6. Monitoring Professional Social Media

Professional social media accounts that allow public comments, such as Facebook, must display the district's Participation Agreement. Account-holders are responsible for daily monitoring to ensure cooperation. Be timely with responses, if necessary, and remain positive when answering criticism. Direct any concerns or press inquiries to Communications at 972-487-3256.

D. Personal Social Media Use

While the First Amendment protects an employee's right to engage in social media, courts have also ruled that school districts can discipline employees if their speech disrupts school operations. Personal social media accounts should not be affiliated with GISD.

1. Rules

- a) Do not use GISD logos or imply that personal social media accounts speak in an official capacity for the district.
- b) Interaction with students via personal social media accounts is prohibited. Exceptions can be made for relatives and family friends.
- c) Never share student information or pictures on personal social media

sites.

- d) Information and photos of coworkers should not be shared without consent.
- e) Respect copyright, fair use and other laws. Give credit to sources of content, images and ideas referenced.

2. Best Practices

- a. Use personal email addresses for all personal social media accounts.
- b. Refrain from interacting with parents of students on personal social media accounts. It blurs the personal/professional line.
- c. Customize privacy settings to control what is shared and with whom. But know that private communication can easily become public. Social media accounts can also change default privacy settings unannounced.
- d. Ensure online behavior reflects the same standards of honesty, respect and consideration as face-to-face communication.
- e. Consider impact of photos. Would it be appropriate to post on a classroom or office wall? If not, don't post it.

E. Legal Considerations

GISD employees are personally responsible for the content they publish online. Defamatory, threatening or harassing posts, as well as copyright infringement, may result in legal action. If an employee's capacity to maintain the respect of students and parents or their ability to serve as a role model for children is impaired, the district may take disciplinary action up to and including termination. Employees should remain mindful that they may be disciplined for any activity, work-related or otherwise, that, because of publicity given it, or knowledge of it among students, staff and community members, impairs or diminishes their effectiveness in the district.

When accessing social media via GISD's Internet, employees should do so in a manner that does not interfere with their work and is not inappropriate or excessive.

F. Updates

This document provides general guidance. It does not cover every potential social media situation. As these guidelines address rapidly changing technology, they will be regularly revisited and updated as needed. Please contact Communications at 972-487-3256 with any questions.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal or supervisor or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board. A copy of Policy DIA (Local) may be found online at: [Policy Code: DIA- Employee Welfare](http://pol.tasb.org/Policy/Code/364?filter=DIA) (<http://pol.tasb.org/Policy/Code/364?filter=DIA>)

Harassment of Students

Policies, DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting suspected child abuse and bullying* below for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students may be found online at:

[Policy Code: FFH- Student Welfare: Freedom from Discrimination, Harassment, and Retaliation](#) and
[Policy Code FFG- Student Welfare: Child Abuse and Neglect](#)

The solicitation of romantic relationship is defined in Policy DHB.

[Policy Code: DHB Legal- Employee Standards of Conduct: Reports to State Board for Educator Certification.](#)

[Board Policy Online](http://pol.tasb.org/Home/Index/364) (<http://pol.tasb.org/Home/Index/364>)

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

Texas law says anyone who thinks a child is or has been abused, neglected or exploited **MUST** report the incident within 48 hours to:

- Texas Child Abuse Hotline at 1-800-253-5400) or at www.txabusehotline.org.
- and
- Local law enforcement
- If you have an emergency or life threatening situation, call 911 immediately
- Reports of suspected abuse or neglect involving a person responsible for the care, custody, or the welfare of the child must be made to Texas Department of Family and Protective Services.

Anyone who does not report suspected abuse can be held liable for a misdemeanor or felony. Reporting child abuse to the principal, school counselor, or superintendent will not satisfy your obligation under the law.

Garland ISD staff should report the incident to the Office of Guidance and Counseling using the [Child Abuse Reporting Form](#) located on the GISD Intranet under departments, Guidance and Counseling. This form should be filed with the Guidance and Counseling department within five days following the report. Employees are not required to report the concern to the Office of Guidance and Counseling before making a report to the appropriate agency.

(<https://docs.google.com/forms/d/e/1FAIpQLSf49XjOf-J-HYW7RXPxtdu5-JzDDg1jRBFLZYXFB96Ko0Mznw/viewform>)

Staff should avoid interrogating the student. Once the suspicion of child neglect, abuse, or exploitation has been established, report the information as prescribed above.

Your school counselor and/or the student assistance counselors have been charged with reviewing this policy with your staff by September 15.

Child Abuse Indicators

Physical - When you see...

- Frequent injuries as bruises, cuts, black eyes or burns, especially when the child cannot adequately explain the causes
- Burns or bruises in an unusual pattern that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Frequent complaints of pain without obvious injury
- Aggressive, disruptive and destructive behavior
- Lack of reaction to pain
- Passive, withdrawn, emotional behavior
- Fear of going home or seeing parents

Neglect - When you see...

- Obvious malnutrition

- Lack of personal cleanliness, torn/or dirty clothes
- Obvious fatigue
- A child unattended for a long period of time
- Need for glasses, dental care or other medical attention
- Stealing and begging for food

Sexual Abuse - When you see...

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Difficulty in sitting or walking
- Frequent expressions of sexual activity between adults and children
- Pregnancy in young girls
- Extreme fear of being alone with adults, especially if of a particular gender
- Sexually suggestive, age inappropriate or promiscuous behavior
- Knowledge about sexual relations beyond what is appropriate for the child's age
- Sexual victimization of other children
- Complaints of painful urination

(See [Appendix D](#))

Sexual Abuse & Maltreatment of Children

As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

What are my legal responsibilities for reporting if I suspect that a child has been or may be abused or neglected?

- Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).
- Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

To whom do I make a report?

Reports must be made to the Child Protective Services (CPS) division of the Texas Department of Protective and Regulatory Services (1-800-252-5400) within 48 hours; and

Report may also be made to the following:

- A School Resource Officer;
- A local or state law enforcement agency; Garland PD (972) 205-2059, Rowlett PD (972) 412-6200, Sachse PD (972) 495-2005;
- If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

- A written report must also be sent to the Coordinator of Guidance and Counseling, Box 609.

Reporting your suspicion to a school counselor, a principal, or to another school staff member **does NOT** fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.

Will my report be kept confidential?

State law requires that the identity of a person making a report of suspected child abuse or neglect is kept confidential.

(See [Appendix D](#)).

Reporting Crime

Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Technology Resources

Policy CQ

The district's technology resources, including its networks, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's technology resources
- Has no adverse effect on job performance or on a student's academic performance

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

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension or access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Technology Help Desk at 972-494-8566.

A copy of the district's Acceptable Use Policy is provided in [Appendix F](#).

Personal Use of Electronic Media

Policy CQ, DH

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

An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express written consent from communications.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

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

See *Personal Use of Electronic Media between Employees, Students, and Parents* below, for regulations on employee communication with students through electronic media.

Personal Use of Electronic Media between Employees, Students, and Parents

Policy DH

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. Employees are not required to provide students with their personal phone number or e-mail address.

All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.

The regulations shall address:

1. **Exceptions for family and social relationships:** An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

An employee who claims an exception based on a social relationship shall provide written consent from the student's parent.

- The written consent shall include an acknowledgement by the parent that:
 - The employee has provided the parent with a copy of this protocol
 - The employee and the student have a social relationship outside of school;
 - The parent understands that the employee's communications with the student are excepted from district regulation; and
 - The parent is solely responsible for monitoring electronic communications between the employee and the student.
2. The circumstances under which an employee may use text messaging to communicate with students; and
An employee who communicates with a student using text messaging shall comply with the following protocol:
- The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
 - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message.
 - The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to classwork, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity.)
 - The employee is prohibited from knowingly communicating with student through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
3. Other matters deemed appropriate by the Superintendent or designee. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media.

Criminal History Background Checks

Policy DBAA

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions

Policy DH

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

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if two or more acts are committed within any 12-month period
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the SBEC rules

If an educator is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.

Alcohol and Drug-Abuse Prevention

Policy DH

Garland ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property.

Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use can be found online at:

[Policy Code DH: Employee Standards of Conduct](#)
<http://pol.tasb.org/Policy/Code/364?filter=DH>

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Garland ISD includes any mechanical, electronic, or imitation devices designed to simulate cigarettes or cigars regardless of substance content as a prohibited item.

Fraud and Financial Impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Crowd Funding (On-line Fundraising Sites)

Policy CDC

Online fundraising sites are becoming increasingly popular and easily accessible. When funds are raised for the benefit of the district, those funds must flow through the district accounts. The individual seeking funds completes the Fundraising Application Form. The campus principal or department head reviews and approves the campaign for appropriateness and ensures the campaign meets goals.

Employees are prohibited from collecting funds that flow through a personal account or using funds collected for any purpose other than district approved business. By using the name or image of the District, a campus, or any student, the money or items solicited become property of the District.

Use and Expenditure – Funds collected by student groups shall be used only for purposes authorized by the organization or upon approval of the sponsor. The principal or designee shall approve all disbursements. All funds raised by student organizations must be extended for the benefits of the students.

Conflict of Interest

Policy CB, DBD

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities

Policy DGA

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of district resources including work time for political activities is prohibited.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence. Employees may be required to provide proof of voting (i.e. voting sticker), but are not required to provide information regarding actual voting classifications (i.e. candidate selection).

Charitable Contributions

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fund-raiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 71 for additional information.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact Risk Management at 972-494-8382 or security dispatch at 972-494-8201.

ID Badges – All employees will have an ID badge made upon employment with the school district. ***All GISD employees are required to prominently display their badge on their person while at any GISD facility during working hours.***

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees (except those approved through [Policy CKC \(LOCAL\)](#)) (<http://pol.tasb.org/Policy/Code/364?filter=CKC>), visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call GISD Security at 972-494-8911 or call 911 immediately.

No violation of this policy occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action. [See CKC]
2. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not loaded and not in plain view; or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

Volunteers on Campus

For the safety of all students, the Garland Independent School District requires all potential volunteers who will work at any campus receive a background check. Volunteers are required to complete an online application through the GISD website and must provide a valid photo I.D.

Asbestos Management Plan

Policy CKA

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the administrative office of each building and is available for inspection during normal business hours. Additional information is available on the district intranet.

Pest Control Treatment

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in a prominent area in each building i.e. lounge, bulletin board in common area and/or the like. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

Other Topics

Athletic Events – A district employee's ID card will be used to verify employment and gain admission to any regular season athletic events.

Please note that this does not include district playoff games.

Enrollment Caps - GISD maintains the required 22 to 1 class size limits in Pre-Kindergarten through 4th grade. During the last 12 weeks of school the limits are not in effect. Occasionally, waivers to this rule have to be requested because of unexpected growth in student enrollment.

General Procedures

Weather Procedures

When severe weather strikes, Garland ISD follows standard procedures to ensure the safety of all students and staff. Find information about shelters in place, lockouts, early release and school cancelations below. For the most reliable updates, check the following district information channels:

- [GISD Website](http://www.garlandisd.net/) (<http://www.garlandisd.net/>)
- Twitter – @gisdnews
- GRS-TV – channels 98 and 99 on Spectrum, and channels 42 and 43 on Frontier
- Skylert – telephone notification system

Severe Weather

During thunderstorms, tornadoes and flash flooding, the National Weather Service (NWS) issues a Watch or Warning to notify people about potentially hazardous conditions. A Watch means the potential for severe weather exists, while a Warning means it is imminent or currently occurring. If the NWS issues a Warning for GISD's tri-cities during school hours, the district may choose to lockout campuses and shelter students and staff in place. This means that no one will be allowed to leave or enter the building until the NWS Warning expires. Please note that Warnings may be extended and GISD will release the most up-to-date information through its multiple information channels. Also remember that the district spans three cities and conditions can vary greatly. Decisions are made districtwide in the best interest of all students and staff. During snow and ice, GISD continuously monitors weather reports and road conditions via the National Weather Service, the Texas Department of Transportation and local law enforcement agencies. District personnel also travel throughout Garland, Rowlett and Sachse to determine the safety of bus routes, parking lots, major intersections, etc. And, neighboring school districts are consulted.

Decisions to cancel are announced by 6 a.m. through GISD's multiple information channels. Local media outlets are also notified, but the large number of public and private schools in the Metroplex can lead to delays.

The decision to close school is extremely important, made only after thorough consideration. Potential lack of child care, disruption to parents' work schedules or staff members unable to commute are just three of the several factors taken into account.

Due to the district's triple-staggered bus schedule, delayed openings are not traditionally utilized. Early dismissal is also a last resort as many bus drivers have part-time jobs and child care can pose a problem for working parents.

Bad Weather Makeup Days

Every year, Garland ISD designates one bad weather day on its school calendar. If the district closes during the winter season, those days are used to make up missed school and work. Please take date into consideration when planning activities.

Skylert

GISD uses the Skylert telephone notification system to alert parents and employees of school closings and other important information. This critical communication tool can notify everyone within a matter of minutes. Contact information must be updated to receive Skylert notifications.

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the iProcurement Module in Oracle. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Purchasing Department for additional information on purchasing procedures.

Oracle Self-Service

When Clicking on GISD Employee Self-Service, the following Links will be displayed:

- Employee Clinic
- Human Resources
- Payroll
- Learner Home
- Purchasing

Employee Clinic

Click on Employee Clinic to add a spouse or child who is eligible to use the clinic.

Click on the word ADD

Key in the requested information in all fields (Birthdates and Social Security numbers are required)

Click on next; then follow screen directions

Human Resources

Click on Human Resources

Click on View Update My Personal Information

Click on Update on the change you are wanting to make: Name, phone number, or Address

Follow the screen instructions

If Changing the address; In the section where it states Main Address; Click on **Update** on the right. Pay close attention to the two fields: Click in the correct one;

-are you correcting your existing address?

-or are you Entering a new Address?

Click in the appropriate one; then click **NEXT**; Key in the new address.

The County has to be correct and **TX** has to be in Caps.

Notice at the bottom, Publish is set to **Y**. If you don't want your address published; then change that to **N**. Then click **NEXT** to Apply it.

Payroll

To view or Print Pay slips, Click on **View My Paychecks**; wait for the most current one to appear

If you want a previous month, Click on the down arrow and select the month desired; then click on **GO** and wait for it to appear

To View or Update W-4's, Click on **View/Update My W-4**; Click on Update; Change the desired fields; also be sure to read the fields below concerning if the Last Name is different; Exempt from Withholding, and the Agreement box. If any applies, then click in the appropriate one.

Click on **Continue**; follow screen instructions.

NOTE: There has to be a number under Allowances and Amounts.

If none, key in a 0.

To View and Print W-2's you must consent to W-2 electronic delivery.

Consent for W-2 Electronic Delivery (will not be mailed); Click on Consent for W-2 Electronic Delivery; Click on Update; Choose I consent; I am responsible for printing my W-2 online; then Click Apply.

Click on View My W-2 Wage and Tax Statement; it will then display to view and print.

Learner Home

To enroll in a Listed Class; Click on **Learner Home**; then **Learner Home** again. The Class needed should already be known by the user in order to find easily and enroll. Once found; Click on **Enroll** and apply.

To find previous classes enrolled in and completed; Click on the **Learning History Tab** to view or print.

Purchasing

Click on **Purchasing** (used only to find Approved Suppliers)

Click On: GISD Approved Supplier Report

Read and follow instructions

(If you need help, email Maggie Merino-Nawab)

Name and Address Changes

It is important that employment records be kept up to date. Employees must make all changes to personal information online through Oracle self-service.

You will need an Oracle logon and password to be able to access self-service. If you do not already have a logon please e-mail [Ann Parsons](mailto:aaparson@garlandisd.net) (aaparson@garlandisd.net) for assistance.

For questions or concerns contact your respective department:

Professional: 972-487-3057

Paraprofessional: 972-487-3074

Auxiliary Personnel:

Food Service: 972- 494-8322 or Linda Espinosa 972- 487-3072

Transportation Employees: 972-494-8530 or Linda Espinosa 972-487-3072

Personnel Records

Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members
- Personal e-mail address

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to Human Resources. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under by law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

Facility Use

Policies DGA, GKD

The Department of Energy Management and Facilities Leasing is responsible for scheduling the use of facilities after school hours. Employees who wish to use district facilities after school hours must follow established procedures. Contact the Leasing Assistant to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE

Contract employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the principal or supervisor. Contract employees may resign at any other time only with the approval of the superintendent or the Board of Trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the Texas Education Agency* on page 62.

Non-contract employees. Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the principal or supervisor at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

Dismissal or Nonrenewal of Contract Employees

Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF, DFFA, DFFB, DFFC

Employees on probationary and term contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures are available online at: [Policy Code DF Legal](http://pol.tasb.org/Policy/Download/364?filename=DF%28LEGAL%29.pdf) (<http://pol.tasb.org/Policy/Download/364?filename=DF%28LEGAL%29.pdf>).

Dismissal of Noncontract Employees

Policy DCD

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing.

It is unlawful for the district to dismiss any employee for reasons of race, color, religion,

gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and grievances*, page 38.)

Exit Interviews and Procedures

An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.

Reports to Texas Education Agency

Policy DF, DHB

The dismissal of a certified employee must be reported to the Division of Investigations at TEA whenever the termination is based on evidence that the employee was involved in any of the following:

- A reported criminal history
- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event
- Violating assessment instrument security procedures

The superintendent is also required to notify TEA when a certified employee resigns and there is evidence the educator engaged in the conduct listed above.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Application Clearinghouse of Texas (FACT).

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the

individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Student Issues

Equal Educational Opportunities

Policies FB, FFH

The Garland ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students on the basis of race, color, religion, gender, or national origin should be directed to the district's Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to the district's ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Title IX Coordinator

Name: Dr. Susanna Russell

Position: Chief Leadership Officer

Address: 501 South Jupiter Road, Garland, TX 75042

Telephone: 972-487-3041

Section 504 Coordinator

Name: Wendy Brower

Position: 504 Coordinator

Address: 501 South Jupiter Road, Garland, TX 75042

Telephone: 972-487-3300

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen®), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance

Policy FEB

The superintendent establishes procedures regarding parental consent for a student to leave campus and to document a student's absence. Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. Specific procedures are covered in campus training and in the student handbook. Campus administrators may be contacted for additional information.

Bullying

Policy FFI

All employees are required to report student complaints of bullying to the campus administrator. The district's policy includes definitions and procedures for reporting and investigating bullying of student's is located in [Appendix G](#) and online at: [Policy Code: FFI- Student Welfare: Freedom from Bullying](#) (<http://pol.tasb.org/Policy/Code/364?filter=FFI>)

Hazing

Policy FNCC

Students must have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. While most initiation rites are permissible, engaging in or permitting “hazing” is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

Appendix

Appendix A- Absences and Leave

GARLAND INDEPENDENT SCHOOL DISTRICT EMPLOYEE ABSENCES AND LEAVE

Note: One work day equal 7.5 hours.

Employees have several different types of leave available based on state requirements and local policy. At the beginning of the school year, each full-time employee is advanced a total of seven days of paid leave of which five are required by the state and two are provided by local policy. Less than full-time employees earn leave at a rate based on the percent of time worked. If an employee resigns or retires before completing a full year, the actual leave earned is adjusted based on the actual days worked and the final paycheck may be adjusted if the days exceed the days earned. Documentation may be required on any absence longer than five (5) consecutive days. The following outline explains the different types of leave and their use:

1. Old State Sick Leave - accumulated prior to June 30, 1995 from prior service in GISD or another Texas district as recorded on the service record. This leave may only be used for the four reasons which were permitted in the law under which this leave was accumulated.

These reasons are:

- a) Personal Illness
- b) Family Illness
- c) Family Emergency/Baby Bonding
- d) Death in Family

This leave ceased to accumulate when it was replaced by State Personal Leave in Senate Bill 1 in May 1995, but can be transferred between Texas districts. The employee receives full pay when using this leave.

2. Local Leave - currently given at the rate of two days per year and accumulated from past years of service in Garland ISD only. Local leave is not transferred from another district. This leave may be used for reasons as defined in Board Policy DEC (Local).

Currently these reasons are:

- a) Personal Illness
- b) Family Illness
- c) Family Emergency/Baby Bonding
- d) Death in Family
- e) State Personal
- f) Religious Holiday

This leave continues to be given at the rate of two days per year with no limit on its accumulation during continuous service in Garland ISD. The employee receives full pay when using this leave.

3. State Personal Leave - as required by Senate Bill 1 passed in May 1995 replaces the old State Sick Leave, and is given to all full-time employees at the rate of five days per year with no limit on accumulation. It is transferable between Texas districts and may be used for any reason. This leave may not be taken for a discretionary reason on days scheduled for state-mandated assessments. The employee receives full pay when using this leave. [NOTE: Senate Bill 1 eliminated "Personal Business Days."] This leave can be transferred to other school districts in Texas.

4. Extended Leave - is provided by Garland ISD as a safety net for extended illness or unusual situations. A full-time employee is credited with 30 days of extended leave at the beginning of employment to be used for the following reasons after all fully paid leave is exhausted (less than full-time employees will be credited with extended leave based on the percent of time worked):

- a) Personal Illness
- b) Family Illness
- c) Family Emergency/Baby Bonding
- d) Death in Family

Extended Leave will be applied automatically once all paid leave is exhausted, and documentation will need to follow no later than 15 calendar days after leave begins for any absence lasting more than 5 consecutive work days. You can obtain the Request for Medical Leave form from the Human Resources Department or the GISD website. The employee is paid the normal daily rate minus \$100.00 per day for professional employees, or \$50.00 or one-half of the daily rate of pay for auxiliary and paraprofessional employees, whichever calculation gives the employee the greatest amount. If documentation is not received within 15 calendar days of the first absence date, the remainder of your daily rate will be docked on the next month's paycheck. The 30 days are available one time only and when exhausted will not be renewed.

5. The Family Medical Leave Act passed by the federal congress in 1994 provides an employee leave for up to 12 work weeks (60 working days) for the following reasons:

- a) The employee's own serious health condition
- b) To care for a spouse, parent, or child with serious health condition
- c) Birth of a child, to care for a healthy newborn, or placement of a child for adoption or foster care

The **Family Medical Leave Act** passed by the federal congress in 1994 provides an employee leave for up to 26 work weeks for the following reasons:

- a) A qualifying exigency resulting from a family member's covered active military duty **and** deployment to a foreign country
- b) To care for a family member who is a current U.S. service member or veteran (also referred to as military caregiver leave)

To qualify for Family Medical Leave, an employee must: Be employed for at least 12

months has worked at least 1,250 hours in previous 12 months; and has a “qualifying event” for which he/she needs Family & Medical Leave certain restrictions and rules apply to this leave. Specific arrangements in writing must be made to utilize this leave. Contact Human Resources for details at 972-487-3057.

6. Other leave is available under limited and specific circumstances as outlined in Board Policy DEC such as Jury Duty/Court Appearance, Religious Holiday, Military, and Temporary Disability. Refer to Board Policy DEC for details or contact the Human Resources Department at (972) 487-3057.

When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave. The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave. It is in the employee’s best interest to retain as much state required leave as possible because:

- the employee can transfer state required leave between Texas districts, and (2) after September 1, 2001, a retiring employee may purchase at full, current actuarial cost one year of Teacher Retirement System service credit for fifty (50) days of unused state leave (including “old” state sick leave plus “new” state personal leave.)
- When all allowable leave is exhausted the employee is “docked” (not paid) for that day’s absence. An employee may request that the type of leave be charged in any order the employee selects.

For questions or additional information, please contact Human Resources (972) 487-3057.

Appendix B- Salary Schedule and Benefits

PROVISIONS AND APPLICATIONS OF GARLAND INDEPENDENT SCHOOL DISTRICT'S SALARY SCHEDULE & BENEFITS

A. STATE SALARY SCHEDULE

The state minimum salary schedule for teachers, librarians, nurses, and counselors approved by the 81st Legislature is on file in the office of the Executive Director of Human Resources. Compensation for all employees other than that of teachers, librarians, nurses, and counselors is not governed by the state minimum salary schedule. The Superintendent and local Board must approve all salaries and/or supplements.

B. HOURLY EMPLOYEES

District personnel employed on an hourly basis are hired and placed on a wage scale commensurate with the position and established by the Board of Trustees and Administration. Under no circumstances is an hourly worker to be placed on a higher hourly rate of pay without prior authorization from Human Resources.

C. HOURLY - GARLAND EVENING SCHOOL AND ALTERNATIVE EDUCATION PROGRAM

1. A teacher teaching five (5) hours per week or team-teaching in one (1) course is eligible for one (1) hour of paid planning-time per week;
2. A teacher teaching ten (10) hours per week or team-teaching in two (2) courses is eligible for two (2) hours of paid planning-time per week; and
3. A teacher teaching fifteen (15) or more hours per week or team-teaching in three (3) courses is eligible for three (3) hours of paid planning-time per week.

D. BENEFITS OF THE GARLAND INDEPENDENT SCHOOL DISTRICT

1. Payroll Deductions (optional)

Each year the Garland Independent School District provides all school employees the opportunity to voluntarily request payroll deductions approved by the Board of Education (Policy CFE).

- Credit Union of Texas (Formerly Dallas Teachers Credit Union)
- Flexible Benefits
- Insurance
- Tax-sheltered Annuities
- Professional Organization dues
- Re-payment to the Teacher Retirement System of withdrawn service amounts or payment of special service credit amounts (e.g. out-of-state service, military service or substitute service, etc.)

2. Tax Deferred Annuities or Mutual Funds - Optional

Section 403(b) of the Internal Revenue Service Code provides public education employees the opportunity to buy a tax-deferred annuity or mutual fund as a supplement to the Teacher Retirement System of Texas (TRS). Garland ISD employees can save additional money for retirement with pre-tax dollars through these programs. The Texas Legislature enacted a law in 2001 that required the Teacher Retirement System of Texas to establish criteria for the approval of companies offering 403(b) investment products. These criteria became effective on June 1, 2002 that enables employees of the District to enter into a salary reduction agreement for a 403(b) product only with a company whose name appears on the TRS certified list. For more information or to view the list of certified annuity and investment companies, visit the [Texas Retirement System](http://www.trs.state.tx.us/) (TRS) website (<http://www.trs.state.tx.us/>). Employees who entered into salary reduction agreements with the district prior to June 1, 2002, will have their agreements grand-fathered. Garland ISD uses the services of a third party administrator, TCG Services (TCG), to assist in administration of district employees' tax-deferred annuities. TCG will provide audit services to verify the accuracy of the exclusion allowances for IRS purposes. Garland ISD urges you to utilize the services of your investment firm representative, your financial or tax advisor, or your accountant to compute your exclusion allowances.

Please note that the District does not sponsor and does not endorse any annuity product, company, representative, or salesperson. Some companies or salespersons may represent themselves as school district "approved" or "sponsored", but they are not. Please report any such actions to Garland ISD Benefits immediately.

E. PAYDAY

For professional and paraprofessional employees, payday is the 27th of each month. If the 27th is on Saturday, checks will be issued on the preceding Friday; if the 27th is on Sunday, checks will be issued on the following Monday; During the months of November, December, and January, please refer to the GISD Payday schedule. For Biweekly paid employees (Food Service, Maintenance, Transportation, Warehouse, and Substitute) payday is every other Friday. An employee's payroll statement contains detailed information including deductions, withholding information and the amount of leave accumulated.

F. DIRECT DEPOSIT

Direct deposit is available and **preferred** for the safest and most efficient method for receiving pay. GISD also offers the cash pay card that does not require having a bank account. Each month pay is loaded on a debit type card and monies can be accessed through ATM machines and can also be used at most places of business. If either of these methods of payment is chosen, a non-negotiable pay stub with all payroll information is issued to the employee on the payday of each month.

G. MANDATORY DEDUCTIONS

- **Medicare Tax** - For all employees hired after April 1, 1986, a 1.45-% Medicare Tax is deducted, which is matched by the district and sent to the Social Security Administration. The benefit of this tax to the employee is that at the age of 65 the employee would be eligible for free Medicare coverage, if this tax or a

combination of this tax and regular Social Security has been paid for at least 10 years (40 credits or 40 quarters).

- **Teacher Retirement** – 7.7% of the employee's gross salary is sent to the Teacher Retirement System of Texas for deposit in the employee's account once the employee is eligible for TRS membership. This money accumulates with interest as a tax-deferred retirement benefit. The state contributes to the retirement system, also. The money that an employee contributes and the interest that money earns may be withdrawn only if the employee ceases to work for a Texas public school. Upon withdrawal, federal income tax is due on the principal and interest that has been treated as tax-deferred. For more detailed information on the retirement system contact the Executive Director of Human Resources at (972) 487-3050 or call the Texas Teacher Retirement System at (800) 2238778.
- **TRS-Care** - 0.65% of gross salary is paid by each active school employee to help support the Teacher Retirement System health care plan for retired employees titled TRS-CARE.
- There is NO full Social Security participation for full-time employees. The Teacher Retirement System of Texas is considered a qualified retirement plan under IRS rules and an employee who is a contributing member of the TRS is not required to pay Social Security payroll taxes called FICA. Under current Social Security laws, benefit payments that a school employee might have earned from Social Security at the time of retirement may be affected by receipt of a Teacher Retirement System annuity. For a full explanation of these laws and their effects on you and details about exceptions to these laws, contact the Executive Director of Human Resources (972) 487-3050 or the Social Security Administration.

I. FISCAL YEARS FOR TEN-, ELEVEN-, AND TWELVE-MONTH EMPLOYEES

For pay purposes the fiscal year for personnel is listed below:

- **Ten-month** employees will receive their salary during the 12-month period from September through August.
- **Eleven-month** employees will receive their salary during the 12-month period from August through July.
- **Twelve-month** will receive their salary during the 12-month period from July through June. When an employee changes contract length, there will be consequences regarding payroll that need further explanation by Payroll and/or Human Resources.

J. NORMAL WORK SCHEDULES

All district employees will follow regular work schedules as outlined. If needed, principals may assign an aide to come in early and leave early to supervise students before school begins. Principals should schedule the working hours of secretaries and aides in their building to fit that building's individual needs. Paraprofessionals' workday is 8 hours, 7.5 hours per day of paid work and 30 unpaid minutes for duty-free lunch. If work is assigned to a non-exempt employee (paraprofessional) during lunch, then the time is considered work time and is compensable. Custodians work hours are to be arranged with the Assistant Director of Building Services. Guidelines of the Fair Labor Standards Act (FLSA) shall apply to paraprofessional and auxiliary employees who are non-exempt and therefore subject to overtime/compensatory time rules. Teachers and other professionals are exempt from overtime/compensatory time rules of the FLSA and as such these rules do not apply.

K. SUPPLEMENTAL SALARY FOR ADVANCED HOURS/DEGREES

1. Supplemental salary amounts are paid for degrees conferred by September 1 and reported to the Human Resources by submission of official transcripts by October 1.
2. All teachers, librarians, and nurses who have a master's degree are eligible to receive \$1,300 annually. This supplement is not paid to employees who are on a higher Pay Grade because the administrative and professional support positions require a master's degree as a minimum qualification for the certification.
3. All teachers, professional support employees, and administrators with earned doctorate will receive \$2,000 annually. This supplement replaces the master's supplement and is not in addition to it.
4. It is the responsibility of the employee to notify Human Resources of advanced degrees and to provide OFFICIAL TRANSCRIPTS with the university's seal and degree conferred status by the announced deadline each year.

L. SALARY SUPPLEMENT SCHEDULES FOR EXTRA DUTIES

The Salary Supplement Schedules are intended as pay for additional service in specified positions. Personnel beginning a position that qualifies for additional remuneration under the Salary Supplement Schedules shall begin at Step 1 unless otherwise approved by the Superintendent or designee. Adjustments in increments are reviewed annually by the program administrator and Human Resources.

M. VOE, ICT, COLLEGE STUDENTS - PART-TIME EMPLOYMENT

All administrative personnel anticipating the use of part-time student help should plan for this type of employment by notifying Human Resources in advance of budget preparation. Student employment must be coordinated for budget planning and these part-time positions must be included in the budget documents. The Auxiliary Personnel Department will determine part-time employment pay rates.

All student applications must be filed with Human Resources and each administrator should contact Human Resources for application reviews and interviews. A signed memorandum from the administrator recommending student employment will be filed with Human Resources.

All forms and records should also be on file in the Division of Personnel.

N. MILEAGE REIMBURSEMENT

Approved miles in a vehicle not owned or substantially supported by the district will be reimbursed at the rate not to exceed the Internal Revenue Service annual allowable for mileage.

O. REGULATIONS GOVERNING TRAVEL AND EXPENSES (Policy DEE – Local)

- **TRAVEL EXPENSES** - Reimbursement for authorized travel shall be in accordance with legal requirements and in accordance with the current schedule adopted by the Board. Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.
- **DOCUMENTATION REQUIRED** - For any authorized expense incurred, the employee shall submit a statement in accordance with the current schedule adopted by the Board.
- **AIR TRAVEL** - Coach fare only. All receipts and ticket stubs should be attached to the Travel Expense Report.
- **AUTOMOBILE** - The total amount of the mileage claimed should not exceed the cost of coach airfare. Additional mileage expense claimed must be explained. Mileage is paid at the rate listed in the Comptroller travel guide (currently .58 cents per mile). To be reimbursed, employees with an in-district travel allowance must travel outside of the following counties: Dallas, Rockwall, Collin, Hunt, Kaufman, and Ellis.
- **HOTEL** – When traveling within the state of Texas, cost limitations will be based on gsa.gov per diem rates per night, per person, excluding city hotel occupancy taxes will not be allowed. The assistant superintendent's approval must be attached to the travel report. All receipts for lodging should be attached to the Travel Expense Report.
- **MEALS** - If overnight stay is required, the maximum in-state reimbursement per day/per individual will be \$36 including tips, broken down as follows: breakfast \$13, lunch \$14, and dinner \$23. On travel days, meals will be prorated when travel extends the day outside of the normal business hours. If no overnight stay is required, meals will only be reimbursed when outside of the following counties: Dallas, Rockwall, Collin, Hunt, Kaufman, and Ellis.
- **TAXIS, LIMOUSINES, BUSES, BAGGAGE, TIPS, PARKING, AND BUSINESS TELEPHONE CALLS** - Usual charges for these services will be reimbursed; however, any unusual expenses should be explained. All expenses in excess of \$20 must be accompanied by a receipt. For employees with an in-district travel allowance, there will be no reimbursement for shuttle to DFW unless shuttle cost is less than overnight parking. Tips in excess of 20% will not be reimbursed.
- **PERSONAL COSTS** - Employees will be expected to pay for all personal costs, such as lodging and meal expense for spouse, movies, personal phone calls, etc.
- **FEDERAL FUNDS** – Travel must be directly related to the grant award. Cost comparison (driving vs. flying) is required. Individual, itemized receipts are required for reimbursements. Tips, gratuities and incidentals will not be

reimbursed. Lodging and meal expenses in excess of the current state approved rates and/or Comptroller's guidelines must be paid from personal funds or locally generated funds, with prior written approval from program manager.

- TRAVEL REPORTS - All out-of-district travel reimbursement requests must be received within 30 days of the completion of the trip for reimbursement.
- CHAPERONES AND SPONSORS - Actual lodging expense will be reimbursed for sponsors and chaperones of student trips, receipts required. Meals will be reimbursed at the applicable prorated per diem rate.
- OUT-OF-STATE TRAVEL – All out of state travel requires advance approval of the division supervisor. Lodging, mileage, and meal expenses out of state will be based on General Services Administration. These guidelines can be found at: [GSA- General Services Administration](http://gsa.gov/portal/category/100000) (<http://gsa.gov/portal/category/100000>)
- TRAVEL EXPENSE REPORT GUIDELINES – The use of Travelocity, Orbitz, Expedia, Hotels.com and any other similar online travel website is not allowed. A printed confirmation from these types of online companies does not specify whether there is a charge for state tax or not. Garland ISD is exempt from paying any kind of state tax in Texas (except for the state occupancy tax in lodging); therefore, the employee will be required to obtain a printed receipt from the hotel when at check out. This printed receipt must be attached to the expense report. If that receipt is not turned in with the expense report, the District will only reimburse the amount charged per night plus city/county taxes.

The employee will be responsible for the remainder of charges and/or fees as calculated by the Business Office. Please refer to the Campus/Department Accounting Procedures (CDAP) Manual.

P. RESIGNATION AND RELEASE FROM CONTRACT

State law provides that a teacher may resign no later than 45 days before the first day of instruction of the new school year without receiving the approval of the district. No employee will be released from a contract after this date (45 days before the first day of instruction) without specific approval by the Board or Board's designee and then only when a suitable replacement is found. After this date, the best interests of the students of Garland ISD will be the sole determining factor in releasing a teacher from a contract, when a resignation has been submitted. The Board may exercise its option of filing a complaint with the State Board of Educator Certification and the Commissioner of Education that a teacher, after entering into a written contract with the Board, has abandoned the contract. Such a complaint may result in a reprimand or in the suspension or cancellation of the teacher's certification.

Q. RAISES IN NON-EXEMPT POSITIONS

When the School Board grants a raise, it is calculated using the midpoint hourly /daily pay rate in which the position of the employee is classified. The increase is then added to the employee's previous year's hourly/daily rate.

R. PROMOTIONS IN NON-EXEMPT POSITIONS

For compensation purposes, a promotion occurs when an employee is placed on a higher pay grade except general pay structure changes or position reclassification. The superintendent or designee determines the effective date of the promotion. The new salary rate shall be equal to or greater than the minimum rate for the new grade, but in no case shall it exceed the maximum rate for the new grade.

Promotion increases are determined based on the salary pay ranges of incumbents in the new pay grade of the position into which the employee is being promoted and taking into account the years of experience. Increases are calculated upon daily or hourly rates of pay. When an employee moves to a position on a lower pay grade, there will be a reduction in the daily rate or hourly rates of pay. The new daily rate will be determined based on the salary ranges of incumbents with same or similar years of experience in the new pay grade of the position.

The 2019-2020 budget and salary schedule have not approved by the school board at the time of printing.

Appendix C- Substitute System



To: New Employees

From: Substitute Office Lisa Clark, Manager

Re: Entering Absences and Requesting Substitutes

Welcome to Garland ISD! We know you will be given many papers to read and complete this week, and being absent is probably the last thing on your mind right now. However, please keep this memo and refer to the links below:

[Employee Quick Start Guide](#)

(<https://login.frontlineeducation.com/login?signin=fec29d5114f6315eb194231c803d8539&productId=AbsMgmt&clientId=zendeskTokenAdapterSvc#/login>)

[Absence Management Login](#)

(app.frontlineeducation.com)

Garland ISD uses a computerized Absence Management System of entering absences and calling for substitutes. We call this the Absence Management System. The phone number to access this System is 1-800-942-3767. It is available 24 hours a day, 7 days a week.

It is imperative that all absences be entered in the Absence Management System in a **timely manner**, even when a substitute is not needed. You will receive a copy of your absence report to sign at the end of the month in which you were absent.

For additional questions or concerns, feel free to call the substitute office at (972) 487-3067/3068.

Appendix D-Child Abuse & Neglect Policies

What are the District's policies addressing child abuse or neglect and my responsibilities for reporting suspected child abuse or neglect?

The applicable District policies- [Board Policy Online](http://pol.tasb.org/Home/Index/364) (<http://pol.tasb.org/Home/Index/364>)

[DH \(LEGAL\)- Employee Standards of Conduct](#)

[DIA \(LEGAL\)- Employee Welfare](#)

[FFG \(LEGAL\)- Student Welfare](#)

[FFH \(LEGAL\)- Student Welfare](#)

[GRA \(LEGAL\)- Relations with Governmental Entities, State and Local Governmental Authorities](#)

and written report form-are enclosed in this packet. State law requires this distribution. At regular intervals, these policies will be addressed in staff development as well. If you have any questions about these policies, please contact Ruby Armstrong, Coordinator of Guidance and Counseling at (972) 487-3195.

What are my legal responsibilities for reporting if I suspect that a child has been or may be abused or neglected?

- Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).
- Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

To whom do I make a report?

Reports may be made to any of the following:

- The Child Protective Services (CPS) division of the Texas Department of Protective and Regulatory Services (1-800-252-5400);
- A School Resource Officer;
- A local or state law enforcement agency; Garland PD (972) 205-2059, Rowlett PD (972) 412-6200, Sachse PD (972) 495-2005;
- If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.
- A written report should also be sent to the Coordinator of Guidance and Counseling, Box 609.
- If the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to CPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

Reporting your suspicion to a school counselor, a principal, or to another school staff member **does NOT** fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.

Will my report be kept confidential?

State law requires that the identity of a person making a report of suspected child abuse or neglect is kept confidential.

NOTE: The above mentioned policies may be found at the end of this appendix.

Mental Health Association of Greater Dallas
2929 Carlisle, Suite 350, Dallas, TX 75204
(214) 871-2420

PHYSICAL AND BEHAVIORAL INDICATORS OF CHILD ABUSE AND NEGLECT

TYPE	PHYSICAL INDICATORS	BEHAVIORAL INDICATORS
PHYSICAL	Unexplained bruises and welts on face, lips, mouth	Wary of adult contacts
	On torso, back, buttocks, thighs	Apprehensive when other children cry
	In various stages of healing	
	Clustered, forming regular patterns	
	Reflecting shape of article used to Inflict (electric cord, belt buckle)	Behavioral extremes: aggressiveness or withdrawal
	On several different surface areas	
	Regularly appear after absence, weekend or vacation	Frightened of parents
	Unexplained burns : cigar, cigarette, especially on soles, palms, back or buttocks	Afraid to go home
	Immersion burns (sock-like, glove-like, doughnut shaped on buttocks or genitalia)	Reports injury by parents
	Patterned like an electric burner, iron, etc.	
	Rope burns on arms, legs, neck, or torso	
	Unexplained lacerations or abrasions : to mouth, lips, gums, eyes, external genitalia	
	Sexual	Difficulty in walking or sitting
Torn, stained or bloody underclothes		
Pain or itching in genital area		Withdrawal, fantasy, or infantile behavior
Bruises or bleeding in external genitalia, vaginal or anal		Bizarre, sophisticated or unusual sexual behavior or knowledge
Venereal disease , especially in pre-teen		Poor peer relationships
Pregnancy		Delinquent or "run-away", Reports sexual assault by caretaker
Emotional	Speech disorders	Habit disorders (Sucking, biting, rocking, etc.)
	Lags in physical development	Conduct disorders (anti-social destructive, etc.)
	Failure to thrive	Neurotic Traits (Sleep disorders, inhibition of play)
		Psychoneurotic reactions (hysteria, obsession, phobia, compulsion, hypochondria)
		Behavior extremes: complaining, passive, aggressive, demanding
		Overly adaptive behavior: inappropriate adult, inappropriately infant
		Developmental lags (mental, emotional)
Physical	Consistent hunger, poor hygiene inappropriate dress	Begging, stealing food
	Consistent lack of supervision especially in dangerous activities or	Extended stays at school (early arrival and late departure)

TYPE	PHYSICAL INDICATORS	BEHAVIORAL INDICATORS
	for long periods	
	Unattended physical problems or medical needs	Constant fatigue, listlessness or falling asleep in class
	Abandonment	Delinquency (e.g. thefts); states there is no caretaker

Appendix E- Employee Arrest/Conviction Report

*****SAMPLE ONLY*****



Garland Independent School District

Employee Arrest/ Conviction Report

Employee's Name _____ Position _____

E-mail address _____ Phone # _____

Date of birth _____ Driver's license # _____

Month and year employment began with GISD _____

Today's/Date _____ Dept./Campus _____

Date of arrest _____ City/State of arrest _____

Arrest charge/ brief details of incident/ Attach additional pages if necessary

Did this arrest involve a DWI or DUI ___yes ___no
Type of arrest issued: ___ misdemeanor ___ felony

If the charge was dropped, no-billed, or found not guilty mail this report with copies of the official court documents to support the court disposition.

Employee's printed name _____

Employee's signature _____

Mail this report and documents to:

Dana Knox, HR Specialist of Fingerprinting and Investigations, Human Resources Department, Harris Hill Administration Building, 501 S. Jupiter Rd., Garland, Texas 75042 or GISD Box #105.

Your Director in Human Resources will schedule a meeting with you if required.

Appendix F- Staff Acceptable Use Policy



Garland Independent School District Staff Acceptable Use Policy

Our students and employees use technology to learn. Technology is essential to facilitate the creative problem solving, collaboration and 21st century skills that we see in today's global economy. While we want our students and staff to be active contributors in our connected world, we also want them to be safe, legal, and responsible. This Acceptable Use Policy supports our vision of technology use and upholds in our users a strong sense of digital citizenship. This policy applies to all Garland Independent School District (GISD) computer networks (including the resources made available by them), electronic communication systems, and all devices connected to those networks.

ACCEPTABLE USE and DIGITAL CITIZENSHIP

- **Respect Yourself:** Select online names, language/content and posts that are educationally appropriate.
- **Protect Yourself:** Do not publish personal details, contact details, or a schedule of activities. Unless otherwise authorized, account holders are responsible for all activity initiated by and/or performed under these accounts. It is the account holder's responsibility to appropriately secure account credentials and maintain and back up all data. If uncertain whether a specific computer activity is permitted or appropriate, an immediate supervisor /administrator must approve before engaging in that activity.
- **Respect Others:** Do not use technologies to bully or tease other people. Do not make audio or video recordings of students/employees without their prior permission. Posing as someone else is forbidden.
- **Protect Others:** Maintain a safe computing environment by notifying appropriate campus/department officials of inappropriate behavior, vulnerabilities, risks, and breaches involving district technology.
- **Respect Intellectual Property:** Suitably cite any and all use of websites, books, media, etc. and respect all copyrights. Follow all copyright laws.
- **Protect Intellectual Property:** Request to use the software and media that others produce.

GENERAL GUIDELINES

- The purpose of a user account is to access the GISD network and facilitate creativity and innovation. We use this network to support communication and collaboration. We use technology to extend research and information fluency, to collect and analyze data and to solve problems.

- Access is a privilege, not a right. Access entails responsibility, and inappropriate use may result in cancellation of those privileges.
- **Employees should have no expectation of personal privacy in any matters stored in, created, received, or sent through the GISD computer network.** These are subject to review by the GISD at any time, with or without notice, with or without cause and without the permission of any student or parent/guardian or employee.
- It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyberbullying awareness and response. This may be done in a variety of ways, such as once a year short training sessions, one-on-one education with individual students, and/or via educational handouts. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.
- A content filtering solution is in place in order to prevent access to sites that may contain inappropriate material, including pornography, weapons, illegal drugs, gambling, and any other topics deemed to be of non-educational value by the GISD. However, GISD staff are expected to actively monitor and guide students in their use of technology and appropriate resources.

GOVERNMENT LAWS

Technology is to be utilized in conformity with laws of the United States and the State of Texas. Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but are not limited to:
 - unauthorized tampering with systems, software, or equipment
 - cyber stalking
 - vandalism
 - harassing email
 - child pornography
 - cyberbullying
2. Libel Laws - You may not publicly defame people through published material.
3. Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), and/or engaging in plagiarism.

Children's Internet Protection Act (CIPA)

In compliance with the Children's Internet Protection Act (CIPA), all students and faculty must watch the GISD on-line safety video.

This video addresses:

- access by minors to inappropriate matter on the Internet and World Wide Web;
- the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

- unauthorized access, including so-called “hacking,” and other unlawful activities by minors online;
- unauthorized disclosure, use, and dissemination of personal information regarding minors;
- measures designed to restrict minors’ access to materials harmful to minors; and
- educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

In compliance with this law, GISD also protects against access by adults and minors to visual depictions that are obscene. GISD will disable login accounts for students or adults who violate any GISD internet security practice. GISD can monitor any and all online activity.

BRING YOUR OWN DEVICE

Students and staff may use a personal device for instruction. **If personal devices are damaged or stolen while on GISD property, GISD will not be liable for the replacement or repair of any personal device. Any data and/or SMS/MMS (texting) charges will not be reimbursed by GISD.**

ACKNOWLEDGEMENT

By signing and returning this document, I acknowledge that I understand and will abide by the district Acceptable Use Policy. If I violate this agreement, the consequences could include suspension of BYOD privileges, district-owned accounts, and network access. In addition, I could face disciplinary and/or legal action including but not limited to: criminal prosecution and/or penalty under appropriate state and federal laws.

The following actions are not permitted and could result in the consequences outlined above:

- Users may not attempt to disable or bypass the GISD content filter.
- Users may not illegally access or manipulate the information of a private database/system such as gradebooks and other student information systems.
- Users may not install unauthorized network access points, or other connections that may not effectively integrate with existing infrastructure.
- Users may not use their accounts for non-school related activities including but not limited to:
 - Using the Internet for financial gain, personal advertising, promotion, non-government related fundraising, or public relations;
 - Political activity: lobbying for personal political purposes; or
 - Solicitation activities for personal or religious purposes.
- Users may not send, save, view, forward, or create harassing or offensive content/messages. Offensive material includes, but is not limited to, pornographic, obscene, or sexually explicit material, sexual comments, jokes or

images that would violate school rules or GISD policies. The GISD policies against harassment and discrimination apply to the use of technology.

The Chief Technology Officer and the campus principal will deem what is considered to be inappropriate use of the GISD computer network. The campus principal may suspend an account or network access at any time. In addition, the administration, faculty, and staff of the GISD may request that a user's account be suspended or denied at any time.

By signing and returning this document,

- I have read and **will abide** by the Acceptable Use Policy.

DISCLAIMER

The district's system is provided on an "as is, as available" basis. The district does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The district uses a variety of vendor-supplied hardware and software. Therefore, the district does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user's requirements. Neither does the district warrant that the system will be uninterrupted or error-free, nor that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the district.

The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's computer systems and networks.

TERM

This policy is binding for the duration of the staff member's employment in GISD until replaced by a subsequently promulgated, signed Staff Acceptable Use Policy.

Employee

Name: _____ Campus: _____

Date: _____

Appendix G- Bullying

Garland ISD
057909

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LEGAL)

DEFINITION

“Bullying” means engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District that:

1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in a reasonable fear of harm to the student’s person or of damage to the student’s property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student’s education or substantially disrupts the operation of a school.

Policy

The Board shall adopt a policy, including any necessary procedures, concerning bullying that:

1. Prohibits the bullying of a student;
2. Prohibits retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying;
3. Establishes a procedure for providing notice of an incident of bullying to a parent or guardian of the victim and a parent or guardian of the bully within a reasonable amount of time after the incident;
4. Establishes the actions a student should take to obtain assistance and intervention in response to bullying;

5. Sets out the available counseling options for a student who is a victim of or a witness to bullying or who engages in bullying;
6. Establishes procedures for reporting an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred;
7. Prohibits the imposition of a disciplinary measure on a student who, after an investigation, is found to be a victim of bullying, on the basis of that student's use of reasonable self-defense in response to the bullying; and
8. Requires that discipline for bullying of a student with disabilities comply with applicable requirements under federal law, including the individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.).

The policy and any necessary procedures must be included annually in the student and employee handbooks and in the District improvement plan under Education Code 11.252 [See BQ]

INTERNET POSTING The procedure for reporting bullying must be posted on the District's Internet Web site to the extent practicable.

Education Code 37.0832(a)-(e)

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UPDATE 93
FFI(LEGAL)-P

DATE ISSUED: 3/15/2012
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FFI(LEGAL)-P

2 OF 2

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

Note: This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

BULLYING
PROHIBITED

The District prohibits bullying as defined by the policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DEFINITION

Bullying occurs when a student or group of student engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in a reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

EXAMPLES

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

RETALIATION	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
EXAMPLES	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
FALSE CLAIM	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
TIMELY REPORTING	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
REPORTING PROCEDURES	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.
STUDENT REPORT	
EMPLOYEE REPORT	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
REPORT FORMAT	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
PROHIBITED CONDUCT	The principal or designee shall determine whether the allegations in the report, if proven, would constitute a prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
INVESTIGATION OF REPORT	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

CONCLUDING	<p>Absent extenuating circumstances, the investigation should be completed E INVESTIGATION within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</p>
NOTICE TO PARENTS	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
DISTRICT ACTION	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action
BULLYING	in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.
DISCIPLINE	<p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary actions.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
CORRECTIVE ACTION	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
TRANSFERS	The principal or designee shall refer to FDB for transfer provisions.
COUNSELING	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

IMPROPER CONDUCT	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
CONFIDENTIALITY	To the greatest extent possible, the District shall respect the privacy of the complainant, person against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
APPEAL	A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level.
RECORDS RETENTION	Retention of records shall be in accordance with CPC(LOCAL).
ACCESS TO POLICY	This policy and any accompanying procedures shall be distributed AND PROCEDURES annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

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Appendix H- Teacher Standards

Chapter 149. Commissioner's Rules Concerning Educator Standards Subchapter AA. Teacher Standards

§149.1001. Teacher Standards.

- (a) Purpose. The standards identified in this section are performance standards to be used to inform the training, appraisal, and professional development of teachers.
- (b) Standards.
 - (1) Standard 1--Instructional Planning and Delivery. Teachers demonstrate their understanding of instructional planning and delivery by providing standards-based, data-driven, differentiated instruction that engages students, makes appropriate use of technology, and makes learning relevant for today's learners.
 - (A) Teachers design clear, well organized, sequential lessons that build on students' prior knowledge.
 - (i) Teachers develop lessons that build coherently toward objectives based on course content, curriculum scope and sequence, and expected student outcomes.
 - (ii) Teachers effectively communicate goals, expectations, and objectives to help all students reach high levels of achievement.
 - (iii) Teachers connect students' prior understanding and real-world experiences to new content and contexts, maximizing learning opportunities.
 - (B) Teachers design developmentally appropriate, standards-driven lessons that reflect evidence-based best practices.

- (i) Teachers plan instruction that is developmentally appropriate, is standards driven, and motivates students to learn.
 - (ii) Teachers use a range of instructional strategies, appropriate to the content area, to make subject matter accessible to all students.
- (C) Teachers use and adapt resources, technologies, and standards-aligned instructional materials to promote student success in meeting learning goals. Teachers design lessons to meet the needs of diverse learners, adapting methods when appropriate.
 - (i) Teachers differentiate instruction, aligning methods and techniques to diverse student needs, including acceleration, remediation, and implementation of individual education plans.
 - (ii) Teachers plan student groupings, including pairings and individualized and small-group instruction, to facilitate student learning.
 - (iii) Teachers integrate the use of oral, written, graphic, kinesthetic, and/or tactile methods to teach key concepts.
- (D) Teachers communicate clearly and accurately and engage students in a manner that encourages students' persistence and best efforts.
 - (i) Teachers ensure that the learning environment features a high degree of student engagement by facilitating discussion and student-centered activities as well as leading direct instruction.
 - (ii) Teachers validate each student's comments and questions, utilizing them to advance learning for all students.
 - (iii) Teachers encourage all students to overcome obstacles and remain persistent in the face of changes, providing them with support in achieving their goals.
- (E) Teachers promote complex, higher-order thinking, leading class discussions and activities that provide opportunities for deeper learning.
 - (i) Teachers set high expectations and create challenging learning experiences for students, encouraging them to apply disciplinary and cross-disciplinary knowledge to real-world problems.
 - (ii) Teachers provide opportunities for students to engage in individual

- and collaborative critical thinking and problem solving.
- (iii) Teachers incorporate technology that allows students to interact with the curriculum in more significant and effective ways, helping them reach mastery.
- (F) Teachers consistently check for understanding, give immediate feedback, and make lesson adjustments as necessary.
- (i) Teachers monitor and assess student progress to ensure that their lessons meet students' needs.
 - (ii) Teachers provide immediate feedback to students in order to reinforce their learning and ensure that they understand key concepts.
 - (iii) Teachers adjust content delivery in response to student progress through the use of developmentally appropriate strategies that maximize student engagement.
- (2) Standard 2--Knowledge of Students and Student Learning. Teachers work to ensure high levels of learning, social-emotional development, and achievement outcomes for all students, taking into consideration each student's educational and developmental backgrounds and focusing on each student's needs.
- (A) Teachers demonstrate the belief that all students have the potential to achieve at high levels and support all students in their pursuit of social-emotional learning and academic success.
- (i) Teachers purposefully utilize learners' individual strengths as a basis for academic and social-emotional growth.
 - (ii) Teachers create a community of learners in an inclusive environment that views differences in learning and background as educational assets.
 - (iii) Teachers accept responsibility for the growth of all of their students, persisting in their efforts to ensure high levels of growth on the part of each learner.
- (B) Teachers acquire, analyze, and use background information (familial, cultural, educational, linguistic, and developmental characteristics) to engage students in learning.
- (i) Teachers connect learning, content, and expectations to students' prior knowledge, life experiences, and interests in meaningful

- contexts.
- (ii) Teachers understand the unique qualities of students with exceptional needs, including disabilities and giftedness, and know how to effectively address these needs through instructional strategies and resources.
 - (iii) Teachers understand the role of language and culture in learning and know how to modify their practices to support language acquisition so that language is comprehensible and instruction is fully accessible.
- (C) Teachers facilitate each student's learning by employing evidence-based practices and concepts related to learning and social-emotional development.
- (i) Teachers understand how learning occurs and how learners develop, construct meaning, and acquire knowledge and skills.
 - (ii) Teachers identify readiness for learning and understand how development in one area may affect students' performance in other areas.
 - (iii) Teachers apply evidence-based strategies to address individual student learning needs and differences, adjust their instruction, and support the learning needs of each student.
- (3) Standard 3--Content Knowledge and Expertise. Teachers exhibit a comprehensive understanding of their content, discipline, and related pedagogy as demonstrated through the quality of the design and execution of lessons and their ability to match objectives and activities to relevant state standards.
- (A) Teachers understand the major concepts, key themes, multiple perspectives, assumptions, processes of inquiry, structure, and real-world applications of their grade-level and subject-area content.
- (i) Teachers have expertise in how their content vertically and horizontally aligns with the grade-level/subject-area continuum, leading to an integrated curriculum across grade levels and content areas.
 - (ii) Teachers identify gaps in students' knowledge of subject matter and communicate with their leaders and colleagues to ensure that these gaps are adequately addressed across grade levels and subject areas.
 - (iii) Teachers keep current with developments, new content, new approaches, and changing methods of instructional delivery within their discipline.

- (B) Teachers design and execute quality lessons that are consistent with the concepts of their specific discipline, are aligned to state standards, and demonstrate their content expertise.
 - (i) Teachers organize curriculum to facilitate student understanding of the subject matter.
 - (ii) Teachers understand, actively anticipate, and adapt instruction to address common misunderstandings and preconceptions.
 - (iii) Teachers promote literacy and the academic language within the discipline and make discipline-specific language accessible to all learners.

- (C) Teachers demonstrate content-specific pedagogy that meets the needs of diverse learners, utilizing engaging instructional materials to connect prior content knowledge to new learning.
 - (i) Teachers teach both the key content knowledge and the key skill of the discipline.
 - (ii) Teachers make appropriate and authentic connections across disciplines, subjects, and students' real-world experiences.

- (4) Standard 4--Learning Environment. Teachers interact with students in respectful ways at all times, maintaining a physically and emotionally safe, supportive learning environment that is characterized by efficient and effective routines, clear expectations for student behavior, and organization that maximizes student learning.
 - (A) Teachers create a mutually respectful, collaborative, and safe community of learners by using knowledge of students' development and backgrounds.
 - (i) Teachers embrace students' backgrounds and experiences as an asset in their learning environment.
 - (ii) Teachers maintain and facilitate respectful, supportive, positive, and productive interactions with and among students.
 - (iii) Teachers establish and sustain learning environments that are developmentally appropriate and respond to students' needs, strengths, and personal experiences.

 - (B) Teachers organize their classrooms in a safe and accessible manner that maximizes learning.

- (i) Teachers arrange the physical environment to maximize student learning and to ensure that all students have access to resources.
 - (ii) Teachers create a physical classroom set-up that is flexible and accommodates the different learning needs of students.
 - (iii) Teachers establish, implement, and communicate consistent routines for effective classroom management, including clear expectations for student behavior.
 - (iv) Teachers implement behavior management systems to maintain an environment where all students can learn effectively.
 - (v) Teachers maintain a strong culture of individual and group accountability for class expectations.
 - (vi) Teachers cultivate student ownership in developing classroom culture and norms.
- (C) Teachers lead and maintain classrooms where students are actively engaged in learning as indicated by their level of motivation and on-task behavior.
- (i) Teachers maintain a culture that is based on high expectations for student performance and encourages students to be self-motivated, taking responsibility for their own learning.
 - (ii) Teachers maximize instructional time, including managing transitions.
 - (iii) Teachers manage and facilitate groupings in order to maximize student collaboration, participation, and achievement.
 - (iv) Teachers communicate regularly, clearly, and appropriately with parents and families about student progress, providing detailed and constructive feedback and partnering with families in furthering their students' achievement goals.
- (5) Standard 5--Data-Driven Practice. Teachers use formal and informal methods to assess student growth aligned to instructional goals and course objectives and regularly review and analyze multiple sources of data to measure student progress and adjust instructional strategies and content delivery as needed.
- (A) Teachers implement both formal and informal methods of measuring student progress.
- (i) Teachers gauge student progress and ensure student mastery of content knowledge and skills by providing assessments aligned to instructional objectives and outcomes that are accurate measures of student learning.
 - (ii) Teachers vary methods of assessing learning to accommodate

students' learning needs, linguistic differences, and/or varying levels of background knowledge.

- (B) Teachers set individual and group learning goals for students by using preliminary data and communicate these goals with students and families to ensure mutual understanding of expectations.
 - (i) Teachers develop learning plans and set academic as well as social-emotional learning goals for each student in response to previous outcomes from formal and informal assessments.
 - (ii) Teachers involve all students in self-assessment, goal setting, and monitoring progress.
 - (iii) Teachers communicate with students and families regularly about the importance of collecting data and monitoring progress of student outcomes, sharing timely and comprehensible feedback so they understand students' goals and progress.
 - (C) Teachers regularly collect, review, and analyze data to monitor student progress.
 - (i) Teachers analyze and review data in a timely, thorough, accurate, and appropriate manner, both individually and with colleagues, to monitor student learning.
 - (ii) Teachers combine results from different measures to develop a holistic picture of students' strengths and learning needs.
 - (D) Teachers utilize the data they collect and analyze to inform their instructional strategies and adjust short- and long-term plans accordingly.
 - (i) Teachers design instruction, change strategies, and differentiate their teaching practices to improve student learning based on assessment outcomes.
 - (ii) Teachers regularly compare their curriculum scope and sequence with student data to ensure they are on track and make adjustments as needed.
- (6) Standard 6--Professional Practices and Responsibilities. Teachers consistently hold themselves to a high standard for individual development, pursue leadership opportunities, collaborate with other educational professionals, communicate regularly with stakeholders, maintain professional relationships, comply with a campus and school district policies, and conduct themselves ethically and with integrity.

- (A) Teachers reflect on their teaching practice to improve their instructional effectiveness and engage in continuous professional learning to gain knowledge and skills and refine professional judgment.
 - (i) Teachers reflect on their own strengths and professional learning needs, using this information to develop action plans for improvement.
 - (ii) Teachers establish and strive to achieve professional goals to strengthen their instructional effectiveness and better meet students' needs.
 - (iii) Teachers engage in relevant, targeted professional learning opportunities that align with their professional growth goals and their students' academic and social-emotional needs.
- (B) Teachers collaborate with their colleagues, are self-aware in their interpersonal interactions, and are open to constructive feedback from peers and administrators.
 - (i) Teachers seek out feedback from supervisors, coaches, and peers and take advantage of opportunities for job-embedded professional development.
 - (ii) Teachers actively participate in professional learning communities organized to improve instructional practices and student learning.
- (C) Teachers seek out opportunities to lead students, other educators, and community members within and beyond their classrooms.
 - (i) Teachers clearly communicate the mission, vision, and goals of the school to students, colleagues, parents and families, and other community members.
 - (ii) Teachers seek to lead other adults on campus through professional learning communities, grade- or subject-level team leadership, committee membership, or other opportunities.
- (D) Teachers model ethical and respectful behavior and demonstrate integrity in all situations.
 - (i) Teachers adhere to the educators' code of ethics in §247.2 of this title (relating to Code of

Ethics and Standard Practices for Texas Educators), including following policies and procedures at their specific school placement(s).

- (ii) Teachers communicate consistently, clearly, and respectfully with all members of the campus community, including students, parents and families, colleagues, administrators, and staff.
- (iii) Teachers serve as advocates for their students, focusing attention on students' needs and concerns and maintaining thorough and accurate student records.

*Statutory Authority: The provisions of this §149.1001 issued under the Texas Education Code, §21.351.
Source: The provisions of this §149.1001 adopted to be effective June 30, 2014, 39 TexReg 4955.*

Appendix I- Personnel Policies

Note: This policy addresses leaves in general. For provisions regarding the Family and Medical Leave Act (FMLA), including FML for an employee seeking leave because of a relative's military service, see DECA. For provisions addressing leave for an employee's military service, see DECB.

STATE LEAVE

STATE PERSONAL
LEAVE

A district shall provide employees with five days per year of state personal leave, with no limit on accumulation and no restrictions on transfer among districts. A district may provide additional personal leave beyond this minimum.

A board may adopt a policy governing an employee's use of state personal leave, except that the policy may not restrict the purposes for which the leave may be used.

Education Code 22.003(a)

STATE SICK LEAVE
(ACCUMULATED
PRIOR TO 1995)

District employees retain any sick leave accumulated as state minimum sick leave under former Section 13.904(a) of the Education Code. Accumulated state sick leave shall be used only for the following:

1. Illness of the employee.
2. Illness of a member of the employee's immediate family.
3. Family emergency.
4. Death in the employee's immediate family.
5. During military leave [see USE DURING MILITARY LEAVE, below].

Acts of the 74th Legislative Session, Senate Bill 1, Sec. 66

FORMER
EDUCATION
SERVICE CENTER
(ESC) EMPLOYEES

A district shall accept the sick leave accrued by an employee who was formerly employed by a regional education service center (ESC), not to exceed five days per year for each year of employment. *Education Code 8.007*

ORDER OF USE

A board's policy governing an employee's use of state personal leave may not restrict the order in which an employee may use state personal leave and any additional personal leave provided by the school district.

An employee who retains any state sick leave is entitled to use the state sick leave, state personal leave, or local personal leave in any order to the extent that the leave the employee uses is appropriate to the purpose of the leave.

Education Code 22.003(a), (f)

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LEGAL)

USE DURING
MILITARY LEAVE

An employee with available personal leave is entitled to use the leave for compensation during a term of active military service. "Personal leave" includes personal or sick leave available under former law or provided by local policy. *Education Code 22.003(d), (e)* [See DECB(LEGAL)]

TEMPORARY
DISABILITY

Each full-time educator shall be given a leave of absence for temporary disability at any time the educator's condition interferes with the performance of regular duties. The contract or employment of the educator may not be terminated while the educator is on a leave of absence for temporary disability. For purposes of temporary disability leave, pregnancy is considered a temporary disability.

AT EMPLOYEE'S
REQUEST

A request for a leave of absence for temporary disability must be made to a superintendent. The request must:

1. Be accompanied by a physician's statement confirming inability to work;
2. State the date requested by the educator for the leave to begin; and
3. State the probable date of return as certified by the physician.

BY BOARD
AUTHORITY

A board may adopt a policy providing for placing an educator on leave of absence for temporary disability if, in the board's judgment in consultation with a physician who has performed a thorough medical examination of the educator, the educator's condition interferes with the performance of regular duties. The educator shall have the right to present to the board testimony or other information relevant to the educator's fitness to continue in the performance of regular duties. [See DBB]

RETURN TO ACTIVE
DUTY
NOTICE

The educator shall notify the superintendent of a desire to return to active duty no later than the 30th day before the expected date of return. The notice must be accompanied by a physician's statement indicating the educator's physical fitness for the resumption of regular duties.

PLACEMENT

An educator returning to active duty after a leave of absence for temporary disability is entitled to an assignment at the school where the educator formerly taught, subject to the availability of an appropriate teaching position. In any event, the educator shall be placed on active duty no later than the beginning of the next school year. A principal at another campus voluntarily may approve the appointment of an employee who wishes to return from leave of absence. However, if no other principal approves the assignment by the beginning of the next school year, a district must place the

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LEGAL)

	<p>employee at the school at which the employee formerly taught or was assigned.</p>
LENGTH OF ABSENCE	<p>A superintendent shall grant the length of leave of absence for temporary disability as required by the individual educator. A board may establish a maximum length for a leave of absence for temporary disability, but the maximum length may not be less than 180 calendar days.</p> <p><i>Education Code 21.409; Atty. Gen. Op. DM-177 (1992); Atty. Gen. Op. H-352 (1974)</i></p>
SICK LEAVE DIFFERENT FROM TEMPORARY DISABILITY LEAVE	<p>An employee's entitlement to sick leave is unaffected by any concurrent eligibility for a leave of absence for temporary disability. The two types of leave are different, and each must be granted by its own terms. <i>Atty. Gen. Op. H-352 (1974)</i></p>
ASSAULT LEAVE	<p>In addition to all other days of leave, a district employee who is physically assaulted during the performance of regular duties is entitled to the number of days of leave necessary to recuperate from physical injuries sustained as a result of the assault. The leave shall be paid as set forth below at COORDINATION WITH WORKERS' COMPENSATION BENEFITS.</p> <p>A district employee is physically assaulted if the person engaging in the conduct causing injury to the employee:</p> <ol style="list-style-type: none">1. Could be prosecuted for assault; or2. Could not be prosecuted for assault only because the person's age or mental capacity makes the person a nonresponsible person for purposes of criminal liability.
NOTICE OF RIGHTS	<p>Any informational handbook a district provides to employees in an electronic or paper form or makes available by posting on the district's website must include notification of an employee's rights regarding assault leave, in the relevant section of the handbook. Any form used by a district through which an employee may request personal leave must include assault leave as an option.</p>
ASSIGNMENT TO ASSAULT LEAVE	<p>At the request of an employee, a district must immediately assign the employee to assault leave. Days of assault leave may not be deducted from accrued personal leave. Assault leave may not extend more than two years beyond the date of the assault. Following an investigation of the claim, a district may change the assault leave status and charge the leave against the employee's accrued personal leave or against the employee's pay if insufficient accrued personal leave is available.</p>

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COORDINATION WITH WORKERS' COMPENSATION BENEFITS	<p>Notwithstanding any other law, assault leave benefits due to an employee shall be coordinated with temporary income benefits due from workers' compensation so the employee's total compensation from temporary income benefits and assault leave benefits will equal 100 percent of the employee's weekly rate of pay.</p> <p><i>Education Code 22.003(b)-(c-1)</i></p>
RELIGIOUS OBSERVANCES	<p>A district shall reasonably accommodate an employee's request to be absent from duty in order to participate in religious observances and practices, so long as it does not cause undue hardship on the conduct of district business. Such absence shall be without pay unless applicable paid leave is available. <i>42 U.S.C. 2000e(j), 2000e-2(a); Ansonia Bd. of Educ. v. Philbrook, 479 U.S. 60, (1986); Pinsker v. Joint Dist. No. 28J of Adams and Arapahoe Counties, 735 F.2d 388 (10th Cir. 1984)</i></p>
COMPLIANCE WITH A SUBPOENA	<p>A district may not discharge, discipline, or penalize in any manner an employee because the employee complies with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. <i>Labor Code 52.051(a)</i></p>
JURY DUTY	<p>A district may not discharge, discipline, reduce the salary of, or otherwise penalize or discriminate against an employee because of the employee's compliance with a summons to appear as a juror. For each regularly scheduled workday on which a nonsalaried employee serves in any phase of jury service, a district shall pay the employee the employee's normal daily compensation. An employee's accumulated personal leave may not be reduced because of the employee's service in compliance with a summons to appear as a juror. <i>Education Code 22.006</i></p>
ATTENDANCE AT TRUANCY HEARING	<p>A district may not terminate the employment of a permanent employee because the employee is required under Family Code 65.062(b) to attend a truancy court hearing. <i>Family Code 65.063</i></p>
DEVELOPMENTAL LEAVES OF ABSENCE	<p>A board may grant a developmental leave of absence for study, research, travel, or other suitable purpose to an employee working in a position requiring a permanent teaching certificate who has served in a district at least five consecutive school years.</p> <p>A developmental leave of absence may be granted for one school year at one-half regular salary or for one-half of a school year at full regular salary. Payment to the employee shall be made periodically by a district in the same manner, on the same schedule, and with the same deductions as if the employee were on full-time duty.</p> <p>An employee on developmental leave shall continue to be a member of the Teacher Retirement System of Texas and shall be an employee of a district for purposes of participating in programs,</p>

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holding memberships, and receiving benefits afforded by employment in a district.

Education Code 21.452

ABSENCE CONTROL

Uniform enforcement of a reasonable absence-control rule is not retaliatory discharge. For example, a district that terminates an employee for violating a reasonable absence-control provision cannot be liable for retaliatory discharge as long as the rule is uniformly enforced. *Howell v. Standard Motor Prods., Inc.*, 2001 U.S. Dist LEXIS 12332 (N. D. Tex. 2001) (Family and Medical Leave Act case); *Specialty Retailers v. DeMoranville*, 933 S.W.2d 490 (Tex. 1996) (age discrimination case); *Gonzalez v. El Paso Natural Gas Co.*, 40 F.E.P. Cases (BNA) 353 (Tex. App.—El Paso 1986, no pet.) (sex discrimination case)

[Some employees may have protected status even after the expiration of all other leave. See DAA.]

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DEFINITIONS

The term "immediate family" is defined as:

FAMILY

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee's household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

FAMILY
EMERGENCY

The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

LEAVE DAY

A "leave day" for purposes of earning, use, or recording of leave shall mean the number of hours per day equivalent to the employee's usual assignment, whether full-time or part-time.

AVAILABILITY

The District shall make state personal leave for the current year available for use at the beginning of the school year. When an employee is present for his or her first duty day of the school year, local leave shall be made available for use at the beginning of the school year. If an employee is not present on his or her first duty day of the school year, local leave shall be made available for use at the beginning of the school year but the employee shall be subject to earning any local leave taken when the employee returns to work.

EARNING LOCAL
LEAVE

When an employee is not present on his or her first duty day of the school year, the employee shall not earn any local leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.

DEDUCTIONS

LEAVE WITHOUT
PAY

The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

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LEAVE PRORATION
EMPLOYED FOR
LESS THAN FULL
YEAR

If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state personal leave and local leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year;
2. Local leave, if the employee was present on his or her first duty day of the school year, that the employee used beyond his or her pro rata entitlement for the school year; and
3. Local leave, if the employee was not present on his or her first duty day of the school year, that the employee used but had not earned as of the date of separation.

EMPLOYED FOR
FULL YEAR

If an employee who was not present on his or her first duty day of the school year uses more local leave than he or she earned and remains employed with the District through his or her last duty day, the District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.

RECORDING

Leave shall be recorded as follows:

1. For positions for which a substitute is normally required, leave shall be recorded in half-day increments, even if a substitute is not employed.
2. For positions for which a substitute is not normally required, leave shall be recorded on an hourly basis.
3. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.

ORDER OF USE

Earned compensatory time shall be used before any available paid state and local leave. [See DEA]

Available leave shall be used in the order determined by each employee.

CONCURRENT USE OF
LEAVE

When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.

The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave.

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An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

MEDICAL
CERTIFICATION

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or more than three consecutive workdays for illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent;
3. The employee requests FMLA leave for the employee's serious health condition or that of a spouse, parent, or child; or
4. The employee requests FMLA leave for military caregiver purposes.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

Note: For District contribution to employee insurance during leave, see CRD(LOCAL).

STATE PERSONAL
LEAVE

The Board requires employees to differentiate the manner in which state personal leave is used:

NON-
DISCRETIONARY
USE

1. Non-discretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

DISCRETIONARY
USE

2. Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

LIMITATIONS

REQUEST FOR
LEAVE

The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or District operations, as well as the availability of substitutes.

RESTRICTIONS

No employee shall be granted discretionary use of state personal leave on days scheduled for state-mandated assess-

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ments. Individual supervisors may also restrict the use of state personal leave for discretionary purposes on other days. These restrictions shall be communicated by individual supervisors to their employees.

LOCAL LEAVE

All employees shall receive two paid local leave days per school year in accordance with administrative regulations. If an employee is not present on his or her first duty day of the school year, the employee must earn the two paid local leave days in accordance with administrative regulations.

Local leave shall accumulate without limit.

Local leave shall be used according to the terms and conditions of state personal leave. [See STATE PERSONAL LEAVE, above]

EXTENDED LEAVE

After all available state and local leave days have been exhausted, an employee shall be granted, for the duration of his or her employment with the District, a maximum of 30 leave days of extended leave to be used according to the terms and conditions of state sick leave accumulated before the 1995–96 school year [see DEC(LEGAL)] or for absences related to the birth or placement of a child when leave is taken within the first year after the child's birth, adoption, or foster placement.

A written request for extended leave must be made to the employee's supervisor and, if leave will be taken for illness or injury of the employee or of an employee's immediate family, the request must be accompanied by medical certification of the illness or injury.

The average daily rate of pay of a substitute for the employee's position shall be deducted for each day of extended leave taken, whether or not a substitute is employed, or one-half of the employee's daily rate shall be deducted for each day of extended leave taken, whichever results in the greater payment to the employee.

FAMILY AND MEDICAL
LEAVE

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be July 1 through June 30.

TWELVE-MONTH
PERIOD

COMBINED LEAVE
FOR SPOUSES

If both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks. [See DECA(LEGAL)]

INTERMITTENT OR
REDUCED
SCHEDULE LEAVE

The District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. [See DECA(LEGAL) for

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	use of intermittent or reduced schedule leave due to a medical necessity.]
CERTIFICATION OF LEAVE	If an employee requests leave, the employee shall provide certification, as required by FMLA regulations, of the need for leave. [See DECA(LEGAL)]
FITNESS-FOR-DUTY CERTIFICATION	If an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. If the District will require certification of the employee's ability to perform essential job functions, the District shall provide a list of essential job functions to the employee with the FMLA designation notice.
END OF SEMESTER LEAVE	If a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester. [See DECA(LEGAL), LEAVE AT THE END OF A SEMESTER]
FAILURE TO RETURN	If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. [See DECA(LEGAL), RECOVERY OF BENEFIT COST]
TEMPORARY DISABILITY LEAVE	<p>Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]</p> <p>An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave.</p>
WORKERS' COMPENSATION	<hr/> <p>Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance. [See CRD(LOCAL) regarding payment of insurance contribution during employee absences.]</p> <hr/> <p>An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.</p> <p>An employee eligible for workers' compensation income benefits, and not on assault leave, may elect in writing to use paid leave.</p>

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COURT
APPEARANCES

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

REIMBURSEMENT FOR
LEAVE UPON
RETIREMENT

The following leave provisions shall apply to state and local leave earned beginning on the original effective date of this program.

An employee who retires from the District shall be eligible for reimbursement for state and local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee provides documentation of retirement through the Texas Teacher Retirement System (TRS).
3. The employee has at least ten years of service with the District.

The employee shall be reimbursed for each day of unused state and local leave, to a maximum of 20 days, at the employee's daily rate of pay immediately preceding retirement. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

PERSONNEL-MANAGEMENT RELATIONS
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UNITED STATES
CONSTITUTION

The District shall take no action abridging the freedom of speech or the right of the people to petition the Board for redress of grievances. *U.S. Const. Amend. I, XIV*

The Board may confine its meetings to specified subject matter and may hold nonpublic sessions to transact business. But when the Board sits in public meetings to conduct public business and hear the views of citizens, it may not discriminate between speakers on the basis of the content of their speech or the message it conveys. *Rosenberger v. Rector & Visitors of Univ. of Virginia*, 515 U.S. 819, 828 (1995); *City of Madison v. Wis. Emp. Rel. Comm'n*, 429 U.S. 167, 174 (1976); *Pickering v. Bd. of Educ.*, 391 U.S. 563, 568 (1968) [See DG]

TEXAS CONSTITUTION

Employees shall have the right, in a peaceable manner, to assemble together for their common good and to apply to those invested with the powers of government for redress of grievances or other purposes, by petition, address, or remonstrance. *Tex. Const. Art. I, Sec. 27*

There is no requirement that the Board negotiate or even respond to complaints. However, the Board must stop, look, and listen and must consider the petition, address, or remonstrance. *Prof'l Ass'n of College Educators v. El Paso County Cmty. [College] District*, 678 S.W.2d 94 (Tex. App.—El Paso 1984, writ ref'd n.r.e.)

FEDERAL LAWS
SECTION 504

A district that receives federal financial assistance, directly or indirectly, and that employs 15 or more persons shall adopt grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973. *34 C.F.R. 104.7(b), .11*

AMERICANS WITH
DISABILITIES ACT

A district that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the Code of Federal Regulations, Title 28, Part 35 (Americans with Disabilities Act regulations). *28 C.F.R. 35.107, .140*

TITLE IX

A district that receives federal financial assistance, directly or indirectly, shall adopt and publish grievance procedures providing for prompt and equitable resolution of employee complaints alleging any action prohibited by Title IX of the Education Amendments of 1972. *34 C.F.R. 106.8(b); North Haven Bd. of Educ. v. Bell*, 456 U.S. 512 (1982)

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

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(LEGAL)

STATE LAWS

WAGES, HOURS,
CONDITIONS OF
WORK

The prohibition against collective bargaining and strikes [see DGA] does not impair the right of employees to present grievances concerning their wages, hours of employment, or conditions of work, either individually or through a representative that does not claim the right to strike. *Gov't Code 617.005*

The term "conditions of work" should be construed broadly to include any area of wages, hours or conditions of employment, and any other matter that is appropriate for communications from employees to employer concerning an aspect of their relationship. *Atty. Gen. Op. JM-177 (1984); Corpus Christi Fed. of Teachers v. Corpus Christi Indep. Sch. Dist., 572 S.W.2d 663 (Tex. 1978)*

The statute protects grievances presented individually or individual grievances presented collectively. *Lubbock Prof'l Firefighters v. City of Lubbock, 742 S.W.2d 413 (Tex. App.—Amarillo 1987, writ ref'd n.r.e.)*

REPRESENTATIVE

The District cannot deny an employee's representative, including an attorney, the right to represent the employee at any stage of the grievance procedure, so long as the employee designates the representative and the representative does not claim the right to strike. *Lubbock Prof'l Firefighters v. City of Lubbock, 742 S.W.2d 413 (Tex. App.—Amarillo 1987, writ ref'd n.r.e.); Sayre v. Mullins, 681 S.W.2d 25 (Tex. 1984)*

The District should meet with employees or their designated representatives at reasonable times and places to hear grievances concerning wages, hours of work, and conditions of work. The right to present grievances is satisfied if employees have access to those in a position of authority to air their grievances. However, that authority is under no legal compulsion to take action to rectify the matter. *Atty. Gen. Op. H-422 (1974); Corpus Christi Indep. Sch. Dist. v. Padilla, 709 S.W.2d 700 (Tex. App.—Corpus Christi, 1986, no writ)*

EMPLOYMENT
POLICY

The District's employment policy must provide each employee with the right to present grievances to the Board.

The policy may not restrict the ability of an employee to communicate directly with a member of the Board regarding a matter relating to the operation of the District, except that the policy may prohibit ex parte communication relating to:

1. A hearing under Education Code Chapter 21, Subchapter E (Term Contracts) or F (Hearing Examiners); and
2. Another appeal or hearing in which ex parte communication would be inappropriate pending a final decision by the Board.

Education Code 11.1513

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LEGAL)

GRIEVANCE POLICY	<p>The District's grievance policy must permit an employee to report a grievance against a supervisor to a different supervisor if the employee alleges that the supervisor:</p> <ol style="list-style-type: none">1. Violated the law in the workplace; or2. Unlawfully harassed the employee.
TELEPHONE REPRESENTATION	<p>If the District's grievance policy provides for representation, the policy must permit an employee's representative to represent the employee through a telephone conference call at any formal grievance proceeding, hearing, or conference at which the employee is entitled to representation according to the policy. This provision applies to grievances under Education Code 11.171(a) and only if the District has the equipment necessary for a telephone conference call.</p> <p><i>Education Code 11.171(a), (c)</i></p>
AUDIO RECORDING	<p>The District's grievance policy must permit an employee who reports a grievance to make an audio recording of any meeting or proceeding at which the substance of a grievance that complies with the policy is investigated or discussed. The implementation of an employee's authorization to make an audio recording may not result in a delay of any time line provided by the grievance policy. The District is not required to provide equipment for the employee to make the recording. <i>Education Code 11.171(b)</i></p>
FINALITY OF GRADES	<p>An examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with the District's grading policy applicable to the grade, as determined by the Board.</p> <p>The Board's determination is not subject to appeal.</p> <p><i>Education Code 28.0214</i></p>
OPEN MEETINGS ACT	<p>The Board is not required to conduct an open meeting to hear a complaint or charge against an employee. However, the Board may not conduct a closed meeting if the employee who is the subject of the hearing requests a public hearing. <i>Gov't Code 551.074</i> [See BEC]</p>
CLOSED MEETING	<p>The Board may conduct a closed meeting on an employee complaint to the extent required or provided by law. <i>Gov't Code 551.082</i> [See BEC]</p>
RECORD OF PROCEEDINGS	<p>An appeal of the Board's decision to the Commissioner shall be decided based on a review of the record developed at the District level. "Record" includes, at a minimum, an audible electronic</p>

recording or written transcript of all oral testimony or argument.
Education Code 7.057(c), (f)

It is the District's responsibility to make and preserve the records of the proceedings before the Board. If the District fails to create and preserve the record without good cause, all substantial evidence issues that require missing portions of the record for resolution shall be deemed against the District. The record shall include:

1. A tape recording or a transcript of the hearing at the local level. If a tape recording is used:
 - a. The tape recording must be complete, audible, and clear; and
 - b. Each speaker must be clearly identified.
2. All evidence admitted;
3. All offers of proof;
4. All written pleadings, motions, and intermediate rulings;
5. A description of matters officially noticed;
6. If applicable, the decision of the hearing examiner;
7. A tape recording or transcript of the oral argument before the Board; and
8. The decision of the Board.

19 TAC 157.1073(d)

WHISTLEBLOWER
COMPLAINTS

Before bringing suit, an employee who seeks relief under Government Code Chapter 554 (whistleblowers) must initiate action under the District's grievance or appeal procedures relating to suspension or termination of employment or adverse personnel action. *Gov't Code 554.006* [See DG]

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

COMPLAINTS	In this policy, the terms “complaint” and “grievance” shall have the same meaning.
OTHER COMPLAINT PROCESSES	<p>Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process:</p> <ol style="list-style-type: none">1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with DIA.2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with DIA.3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with DIA.4. Complaints concerning instructional materials shall be submitted in accordance with EFA.5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.
NOTICE TO EMPLOYEES	The District shall inform employees of this policy through appropriate District publications.
GUIDING PRINCIPLES	The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.
INFORMAL PROCESS	
DIRECT COMMUNICATION WITH BOARD MEMBERS	Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

PERSONNEL-MANAGEMENT RELATIONS
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FORMAL PROCESS	<p>An employee may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p>
FREEDOM FROM RETALIATION	<p>Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.</p>
WHISTLEBLOWER COMPLAINTS	<p>Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]</p>
COMPLAINTS AGAINST SUPERVISORS	<p>Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.</p>
GENERAL PROVISIONS FILING	<p>Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are post-marked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.</p>
SCHEDULING CONFERENCES	<p>The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee’s absence.</p>
RESPONSE	<p>At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee’s e-mail address of record, or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall</p>

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	<p>be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
DAYS	<p>“Days” shall mean District business days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”</p>
REPRESENTATIVE	<p>“Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.</p>
CONSOLIDATING COMPLAINTS	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p> <p>If at any level of the grievance process the employee is granted the relief he or she has requested, the grievance shall be deemed resolved, and a copy of the written resolution shall be provided to the employee. A resolved grievance may not be appealed to the next level of the process and shall be considered closed.</p>
UNTIMELY FILINGS	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice. Such appeal shall be limited to the issue of timeliness, and the Level Two decision on timeliness shall be final.</p>
COSTS INCURRED	<p>Each party shall pay its own costs incurred in the course of the complaint.</p>

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

COMPLAINT AND APPEAL FORMS	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.</p> <p>A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.</p>
AUDIO RECORDING	<p>As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.</p>
LEVEL ONE	<p>Complaint forms must be filed:</p> <ol style="list-style-type: none">1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and2. With the lowest level administrator who has the authority to remedy the alleged problem. <p>In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.</p> <p>If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.</p> <p>If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.</p> <p>The appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.</p> <p>Absent extenuating circumstances, the administrator shall provide the employee a written response within ten days following the con-</p>

ference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

LEVEL TWO

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be strictly limited to the issues and documents considered at Level One. An employee shall not be permitted to seek any relief at Level Two that was not specifically requested on the Level One complaint form. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

LEVEL THREE

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board

with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LEGAL)

EDUCATOR ETHICS	<p>Educators shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom.</p> <p>The State Board for Educator Certification (SBEC) shall provide for the adoption, amendment, and enforcement of an educator's code of ethics [see DH(EXHIBIT)]. SBEC is solely responsible for enforcing the ethics code for purposes related to certification disciplinary proceedings.</p> <p><i>Education Code 21.041(8); 19 TAC 247.1(b), (c)</i></p>
PUBLIC SERVANTS	<p>All district employees are "public servants" and therefore subject to Title VIII of the Penal Code, regarding offenses against public administration, including restrictions on the acceptance of illegal gifts, honoraria and expenses, and abuse of office. <i>Penal Code 1.07(a)(41), Title VIII</i> [See DBD and BBFA]</p>
TOBACCO AND E-CIGARETTES	<p>A board shall prohibit smoking or using e-cigarettes or tobacco products at a school-related or school-sanctioned activity on or off school property.</p>
ENFORCEMENT	<p>A board shall ensure that district personnel enforce the policies on school property.</p> <p><i>Education Code 38.006(b)</i> [See also FNCD and GKA]</p>
DRUG AND ALCOHOL ABUSE PROGRAM	<p>A board shall prohibit the use of alcoholic beverages at school-related or school-sanctioned activities on or off school property. <i>Education Code 38.007(a)</i></p>
FEDERAL DRUG-FREE WORKPLACE ACT	<p>A district that receives a direct federal grant must agree to provide a drug-free workplace by:</p> <ol style="list-style-type: none">1. Publishing a statement notifying employees of the requirements of the federal Drug-Free Workplace Act (DFWA) and requiring that each employee be given a copy of the statement [see DI(EXHIBIT)];2. Establishing a drug-free awareness program for employees pursuant to the DFWA;3. Notifying the granting agency within ten days after receiving notice that an employee has been convicted under a criminal drug statute;4. Imposing a sanction on an employee who is convicted of such a violation, or requiring the employee's satisfactory participation in a drug abuse or rehabilitation program; and

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5. Making a good faith effort to continue to maintain a drug-free workplace.

41 U.S.C. 702(a)(1)

DIETARY
SUPPLEMENTS

Except as provided at Education Code 38.011(b), a district employee may not:

1. Knowingly sell, market, or distribute a dietary supplement that contains performance-enhancing compounds to a primary or secondary education student with whom the employee has contact as part of the employee's duties; or
2. Knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains performance-enhancing compounds by a primary or secondary student with whom the employee has contact as part of the employee's duties.

An employee who violates items 1 or 2, above, commits a Class C misdemeanor offense.

Education Code 38.011

LOW-THC CANNABIS

A district may not enact, adopt, or enforce a rule, ordinance, order, resolution, or other regulation that prohibits the possession of low-THC cannabis, as authorized by Health and Safety Code Chapter 487. *Health and Safety Code 487.201*

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(LOCAL)

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

VIOLATIONS OF
STANDARDS OF
CONDUCT

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

WEAPONS
PROHIBITED

The District prohibits the use, possession, or display of any firearm, illegal knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

EXCEPTIONS

No violation of this policy occurs when the use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

ELECTRONIC MEDIA

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

USE WITH
STUDENTS

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with students; and

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3. Other matters deemed appropriate by the Superintendent or designee.

Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CPC]

PERSONAL USE

An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If an employee's use of electronic media violates state or federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

SAFETY
REQUIREMENTS

Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

HARASSMENT OR
ABUSE

An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

RELATIONSHIPS WITH
STUDENTS

An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

TOBACCO AND
E-CIGARETTES

An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]

ALCOHOL AND DRUGS

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug,

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hallucinogen, stimulant, depressant, amphetamine, or barbiturate.

2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

EXCEPTIONS

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

NOTICE

Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI(EXHIBIT)]

A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

ARRESTS,
INDICTMENTS,
CONVICTIONS, AND
OTHER
ADJUDICATIONS

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - Dishonesty; fraud; deceit; theft; misrepresentation;

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- Deliberate violence;
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
- Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
- Felony driving while intoxicated (DWI); or
- Acts constituting abuse or neglect under the Texas Family Code.

DRESS AND
GROOMING

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

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DIA
(LEGAL)

Note: This policy addresses harassment of district employees. For legally referenced material relating to discrimination and retaliation, see DAA(LEGAL). For harassment of students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

OFFICIAL
OPPRESSION

A public official commits a Class A misdemeanor if, while acting in his or her official or employment capacity, the official intentionally subjects another to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, submission to which is made a term or condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly. *Penal Code 39.03*

HARASSMENT OF
EMPLOYEES

Harassment on the basis of a protected characteristic is a violation of the federal anti-discrimination laws. A district has an affirmative duty, under Title VII, to maintain a working environment free of harassment on the basis of sex, race, color, religion, and national origin. *42 U.S.C. 2000e, et seq.; 29 CFR 1606.8(a), 1604.11*

Harassment violates Title VII if it is sufficiently severe and pervasive to alter the conditions of employment. *Pennsylvania State Police v. Suders, 542 U.S. 129 (2004)*

Title VII does not prohibit all verbal and physical harassment in the workplace. For example, harassment between men and women is not automatically unlawful sexual harassment merely because the words used have sexual content or connotations. *Oncale v. Sundowner Offshore Services, Inc., 523 U.S. 75 (1998)*

HOSTILE
ENVIRONMENT

Verbal or physical conduct based on a person's sex, race, color, religion, or national origin constitutes unlawful harassment when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise adversely affects an individual's employment opportunities.

Pennsylvania State Police v. Suders, 542 U.S. 129 (2004); Nat'l Railroad Passenger Corp. v. Morgan, 536 U.S. 101 (2002); Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986); 29 CFR 1604.11, 1606.8

QUID PRO QUO

Conduct of a sexual nature also constitutes harassment when:

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1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.

29 CFR 1604.11(a)

SAME-SEX SEXUAL
HARASSMENT

Same-sex sexual harassment constitutes sexual harassment. *Oncale v. Sundowner Offshore Services, Inc.*, 523 U.S. 75 (1998)

HARASSMENT POLICY

A district should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate penalties, informing employees of their right to raise and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned. *29 CFR 1604.11(f)*

CORRECTIVE ACTION

A district is responsible for acts of unlawful harassment by fellow employees and by nonemployees if the district, its agents, or its supervisory employees knew or should have known of the conduct, unless the district takes immediate and appropriate corrective action. *29 CFR 1604.11(d), (e), 1606.8(d), (e)*

When no tangible employment action is taken, a district may raise the following affirmative defense:

1. That the district exercised reasonable care to prevent and promptly correct any harassing behavior; and
2. That the employee unreasonably failed to take advantage of any preventive or corrective opportunities provided by the employer or to avoid harm otherwise.

Burlington Industries, Inc. v. Ellerth, 524 U.S. 742 (1998); *Faragher v. City of Boca Raton*, 524 U.S. 775 (1998)

HARASSMENT OF
UNPAID INTERNS

A district commits an unlawful employment practice if sexual harassment of an unpaid intern occurs and the district or its agents or supervisors know or should have known that the conduct constituting sexual harassment was occurring, and fail to take immediate and appropriate corrective action. *Labor Code 21.1065*

Note: This policy addresses discrimination, harassment, and retaliation involving District employees. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

DEFINITIONS	Solely for purposes of this policy, the term “employees” includes former employees, applicants for employment, and unpaid interns.
STATEMENT OF NONDISCRIMINATION	The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.
DISCRIMINATION	Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.
TITLE VI DESEGREGATION ORDER	The District has a continuing intent to comply with Title VI of the Civil Rights Act of 1964 and with the provisions of its court order in the case of <u>United States of America v. Garland Independent School District</u> , C.A. No. 3-4100 C (N.D. Tex. Sept. 10, 1970), as Amended (July 14, 1987). Accordingly, the District will maintain aggressive efforts to recruit, employ, and promote qualified minorities for professional teaching and administrative positions. Recruitment, employment, and promotion practices, as spelled out in administrative regulations and related procedures, will be systematic, racially nondiscriminatory, and as objective as possible. The Superintendent or designee shall be responsible for the establishment and maintenance of regulations and procedures aimed at compliance.
TEACHER RECRUITMENT	<p>In accordance with provisions of the July 14, 1987, Agreed Judgment and with assurances given to the U.S. Office for Civil Rights, the District shall employ the following strategies in its effort to recruit and employ minority teachers:</p> <ol style="list-style-type: none">1. Recruit annually at no fewer than seven predominantly Black colleges, at least four of which shall be outside of Texas.2. Recruit annually at no fewer than four major Texas colleges that have a significant number of Black senior students expected to graduate with teaching credentials.3. Include Black professional employees in no fewer than six recruiting trips annually.

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4. Proffer teaching contracts to Black candidates whose credentials are acceptable, whose interview results are competitive, and whose employment is approved by the building principal, the Superintendent, and the Board.
5. Maintain records to document the ethnicity of all applicants, the job qualifications and personal qualifications of the applicants, and the recommendation to hire or not-to-hire and reasons therefore.
6. Notify minority community groups of teaching vacancies and establish a referral process for these groups to recommend applicants. These minority groups will include a proportion of Black groups that is at least commensurate with the proportion of Black persons in the minority population within the District's jurisdiction. Interested community groups shall be advised annually of the District's employment procedures, including screening and interview processes, Superintendent's recommendations, and Board action. Participating minority organizations shall also receive feedback on the status of minority applicants whom they have recommended.
7. Advertise teaching vacancies in major metroplex newspapers at the beginning of each school semester and at other times during the year when no qualified candidate is available in the applicant pool.
8. Develop and print brochures that outline the District's "new employee benefits" packages.
9. Establish a certification "hotline" for applicants, notify minority organizations identified in item 6, above, of the existence and purpose of the hotline, and include the hotline telephone number in newspaper advertisements.
10. Seek input on the recruiting schedule from the Multi-Ethnic Committee.
11. Work with community groups to establish college scholarships for interested minority students. The District shall annually seek scholarship support from the same minority groups involved in the recruitment/referral process, as well as from other community groups who regularly sponsor scholarships for graduating seniors. The Superintendent shall apprise the federal court of the results of the scholarship solicitation as a component in the June 20 required report.

Procedures and practices for the accomplishment of items 1–11, above, shall be set forth in administrative regulations.

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TEACHER
EMPLOYMENT

With a general aim to employ the most qualified person for each teaching position, and with an ancillary aim to employ an increased number of minority teachers whose credentials are equal or superior to nonminority applicants, the District shall implement procedures as follows:

1. Screen all applicants to ascertain that they have valid certification or a state-approved alternate in the grade levels or subject areas where vacancies exist or are anticipated.
2. Interview at the central office level selected candidates who meet the criterion in item 1, above. The total number of persons interviewed shall be at the discretion of the assistant superintendent for personnel.
3. Notwithstanding item 2, above, grant an interview at the central office level to all minority teacher applicants who have valid certification in an area of need.
4. Refer for interview by the building principal a minimum of three persons for the vacancy, if available, and with the proviso that all Black and other minority applicants with appropriate certification will be interviewed.
5. Require written documentation from the appropriate administrator any time a recommendation is made to employ a non-minority teacher whose ratings for the position in question are equal or inferior to those of the minority candidate(s) under consideration.
6. Exact a recommendation to hire from the principal and the assistant superintendent for personnel or designee.
7. Forward to the Board a formal recommendation to hire from the Superintendent.

HIRING /
PROMOTION OF
ADMINISTRATORS

Selection of administrators in the District rests ultimately with the Superintendent, subject to approval by the Board. The Superintendent and designee(s) shall include the following as a part of the hiring/promotion process:

1. Post administrative vacancies (pay grades 11–16) inside the District; request posting in area metroplex districts; and advertise in professional publications or newspapers when appropriate.
2. Conduct initial screening at the Superintendent's level of all candidates for entry-level positions (pay grades 11–12) and other administrative positions (pay grades 13–16). Screening of minority candidates shall be based on an objective rating system that considers job requirements as posted/advertised and contained in the job description. Screening of other

candidates will also include ratings based on other credentials submitted at the time of application.

3. Refer to screening committees or to the appropriate assistant superintendent the highest-ranking candidates for the administrative positions. If there is a sufficient number of certified minority applicants for a position, at least 25 percent of those persons interviewed by the screening committees shall be minority persons. This 25 percent of minority applicants will include at least a proportion of Black applicants commensurate with the proportion of Black applicants for the vacancy.
4. Conduct interviews at the screening committee level of all persons referred by the Superintendent. Interview results shall be objectively quantified and combined with reference check results before forwarding a recommended list of finalists to the Superintendent for consideration. Persons interviewed during the past year may be considered without another interview.
5. Waive, at the Superintendent's discretion, the screening committee process for any applicant for a position at pay grades 13–16. When the Superintendent chooses to be responsible for the interviews, at least 25 percent of those interviewed should be qualified minority candidates, when available. This 25 percent of minority applicants will include at least a proportion of Black applicants commensurate with the proportion of Black applicants for the vacancy.
6. Document reasons for the failure to recommend to the Board any minority applicant whose ratings are equal or superior to nonminority candidates for the same position(s).

Procedures and practices for the accomplishment of items 1–6, above, shall be set forth in administrative regulations.

RECORDKEEPING The District shall maintain for three years records that document vacancy announcements, applications received, applicants interviewed, rating criteria and results, persons selected, and written qualifications therefore.

PENALTY FOR DISCRIMINATION The District shall not tolerate discrimination in any of the forms mentioned above practiced by any of its employees against any other employees and will take appropriate disciplinary action against any employee who so discriminates.

HARASSMENT Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis pro-

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hibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

EXAMPLES

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

RETALIATION

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

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EXAMPLES	Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.
PROHIBITED CONDUCT	In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.
REPORTING PROCEDURES	<p>An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.</p> <p>Alternatively, the employee may report the alleged acts to one of the District officials below.</p>
DEFINITION OF DISTRICT OFFICIALS	For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.
TITLE IX COORDINATOR	Reports of discrimination based on sex, including sexual harassment, may be directed to the designated Title IX coordinator. [See DIA(EXHIBIT)]
ADA/ SECTION 504 COORDINATOR	Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator. [See DIA(EXHIBIT)]
SUPERINTENDENT	The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.
ALTERNATIVE REPORTING PROCEDURES	<p>An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.</p> <p>A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
TIMELY REPORTING	Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District’s ability to investigate and address the prohibited conduct.
NOTICE OF REPORT	Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

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INVESTIGATION OF
THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE
INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

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APPEAL

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

RECORDS RETENTION

Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

ACCESS TO POLICY

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

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