



# Employee Handbook

Human Capital Management

2013-2014

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## Employee Handbook Receipt 2013-2014

Name (print) \_\_\_\_\_

EIN: \_\_\_\_\_ Campus/Department \_\_\_\_\_

I hereby acknowledge receipt of a copy or electronic version of the Dallas ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The Dallas ISD Employee Handbook can be accessed online at <http://inet.dallasisd.org> under the "Handbooks/Guidelines" link. However, employees may request a personal copy.

Key policies and administrative procedures can be accessed online at [www.dallasisd.org](http://www.dallasisd.org) and <http://inet.dallasisd.org> respectively for review and print.

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 book. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

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

I agree to comply with the District's policies and procedures, including those related to harassment of employees and students and reporting known or suspected student neglect and abuse. If requested to do so, I will cooperate with any District investigation of a possible violation of District policies or procedures by providing complete and truthful information in an oral and/ or written statement. I understand that failure to do so may subject me to discipline or termination from employment.

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 Employee Relations Department if I have questions or concerns.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please electronically sign and date this form within five days of receipt or sign a paper copy of the form, and return it to your supervisor to be forwarded to the Employee Relations Department.

# Introduction

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The Dallas Independent School District (District) as a equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, genetic information, or any other basis prohibited by law, in educational programs or activities that it operates or in employment decisions. The district is required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as board policy not to discriminate in such a manner. (Not all prohibited bases apply to all programs)

If you suspect discrimination please contact: Mary McCants, Title VII or Title IX, at (972) 925-3250, Daphine LaMontagne, Section 504, at (972) 581-4238; or Diedrae Bell-Hunter, American with Disabilities Act and Director of Employee Relations, at (972) 925-4026. General questions about the district should be directed to Customer Service 972-925-5555.

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 policies that are included have been summarized. Suggestions for additions and improvements to this handbook are welcomed and may be sent to Human Capital Management, 3807 Ross Ave., Dallas, TX 75204.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook. 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 noncontract employees in any way. Rather, the manual 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. Changes to policies and procedures 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 on line at <http://pol.tasb.org/Home/Index/361>.

# District Information

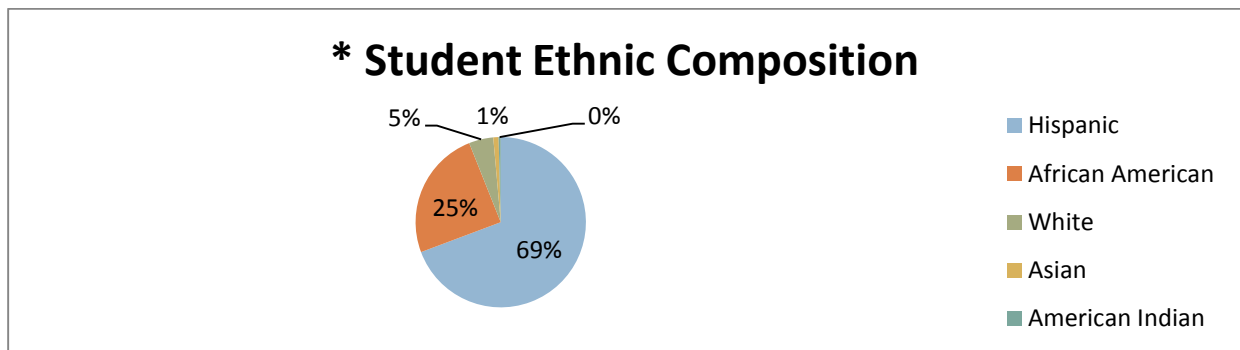
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## Description of the District

Dallas ISD is an urban school district with more than 157,500 students.

The 14th largest school district in the nation, Dallas ISD is committed to educating and graduating students ready for college and to becoming a leader in urban education and student achievement.

The composition of the student body is 68.8 percent Hispanic, 24.5 percent African American, 4.6 percent White, 1 percent Asian, and .4 percent American Indian. Dallas ISD students come from homes where almost 70 different languages are spoken.



The district employs more than 18,000 professional and support staff, making it the largest employer in the city of Dallas. The 2013-2014 general operating budget is \$1,202,786,005.

The Dallas ISD encompasses an area of 384 square miles in the eastern portion of the Dallas/Fort Worth Metroplex and includes all or portions of the municipalities of Addison, Balch Springs, Carrollton, Cockrell Hill, Dallas, Farmers Branch, Garland, Highland Park, Hutchins, Mesquite, Seagoville, University Park, and Wilmer.

\* As of March 2012

## Core Beliefs

- Our main purpose is to improve student academic achievement.
- Effective instruction makes the most difference in student academic performance.
- There is no excuse for poor quality instruction.
- With our help, at risk students will achieve at the same rate as non-at risk students.



- Staff members must have a commitment to children and a commitment to the pursuit of excellence.

## **District Map**

<http://www.dallasisd.org/cms/lib/TX01001475/Centricity/domain/89/schoolinfo/mainmaps2013/2013%20All%20Schools%20Map.pdf>

## **Mission Statement, Goals, and Objectives**

*Policy AE Educational Philosophy*

<http://pol.tasb.org/Policy/Code/361?filter=AE>

### **Mission**

Educating All Students for Success.

### **Vision**

Dallas ISD seeks to be a premier urban school district.

### **District Goals**

*In everything we do, our goal is to improve the quality of education for all our students. We expect every employee to believe that every student can succeed. We will pursue the following operational goals, in order of priority:*

1. Teachers: Ensure highly effective teachers for all students.
2. Principals: Ensure a highly effective leader for every school.
3. Safe and Secure Schools: Ensure a safe, secure, and welcoming environment for all students, parents, staff, and the community.
4. Parental Involvement: Develop shared responsibility between parents/guardians and schools that foster academic success and self-management of learning.
5. Rigor: Implement rigorous curriculum and engaging educational practices and experiences.
6. Culture: Create and sustain a positive and compassionate “common culture” throughout the District that leads towards accomplishing our vision and mission.
7. Human Capital Management: Hire, retain, and develop highly effective employees for every position.

8. Data and Innovation: Make managerial decisions based on appropriate, reliable, and valid data and best practices and develop and continually improve new, innovative ways of schooling to meet the needs of students in the 21st century.
9. Central Office: Organize central services to encourage and enhance a positive culture throughout the District and support the campuses and positive culture on each campus by removing barriers that prevent achieving our goals.
10. Facilities: Systemically upgrade and maintain our facilities to provide every student an efficient learning environment.

## Goals

1. Improve student achievement.
2. Nurture and develop teachers and other employees.
3. Earn the community's trust through good financial management.
4. Improve the district's facilities.
5. Maintain a safe and secure environment.

## Board of Trustees

*Policy BA Board Legal Status*

<http://pol.tasb.org/Policy/Code/361?filter=BA>

*Policy BE Board Meetings*

<http://pol.tasb.org/Policy/Code/361?filter=BE>

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 curriculum, school taxes, annual budget, and employment of the Superintendent of Schools and other professional staff, and facilities. The Board has complete and final control over school matters within the limits established by state and federal laws and regulations.

Members of the Board of Trustees are elected by the citizens of the district in which they live to represent their community's commitment to a strong educational program. There are nine single-member districts, and each of the trustees serves a three-year term of office. Trustees serve without compensation, must be qualified voters, and must reside in the district they represent.

Current members of the Dallas ISD Board of Trustees are:

Eric Cowan, *President*, District 7

Lew Blackburn, *First Vice President*, District 5

Carla Ranger, *Second Vice President*, District 6

Dan Micciche, *Board Secretary*, District 3  
Elizabeth Jones, District 1  
Mike Morath, District 2  
Nancy Bingham, District 4  
Miguel Solis, District 8  
Bernadette Nutall, District 9

The Board of Trustees meet on the fourth Thursday of each month, except for July, at 5:30 p.m. in the Ada L. Williams Auditorium at the Administration Building, 3700 Ross Ave., Dallas, TX 75204. The Board Meeting Schedule as well as the Board Agendas are accessible through the district's webpage at

<http://www.dallasisd.org/domain/455#sthash.0rc9ylgD.hA0x7Rdm.dpbs>.

Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the Dallas ISD website and at the 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.

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 sessions may be called for discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employment complaints, security matters, student discipline, or consultation with attorneys pending litigation.

## **Directory Assistance**

(972) 925-3700

## **School Calendar**

<http://www.dallasisd.org/Page/343#sthash.Sp97QgZI.dpbs>

## **Helpful Contacts**

Dallas ISD Connect at (972) 925-4200

## **School Directory**

For a list of all district schools, including principals' names, school addresses, and school phone numbers, go to

<http://www.dallasisd.org/domain/51#sthash.TXpmgn1V.dpbs>

## **Department Directory**

<http://www.dallasisd.org/site/Default.aspx?PageType=1&SiteID=1&ChannelID=62&DirectoryType=6#sthash.9Sj3LHr3.dpbs>

# Employment

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## **Equal Employment Opportunity**

*Policy DAA Employment Objectives – Equal Employment Opportunity*

<http://pol.tasb.org/Policy/Code/361?filter=DAA>

*Policy DIA Employee Welfare – Freedom from Discrimination, Harassment, and Retaliation*

<http://pol.tasb.org/Policy/Code/361?filter=DIA>

Dallas ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, gender identity, gender expression, national origin, age, disability, military status, genetic information, sexual orientation (see DIA (Local), 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 the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment, should contact Mary McCants, the District Title IX Coordinator at (972) 925-3250. Employees with questions or concerns about discrimination on the basis of disability should contact Diedrae Bell-Hunter, the District ADA Coordinator at (972) 925-4026. Employees with questions or concerns about Section 504 should contact Daphine LaMontagne, the District Section 504 Coordinator at (972) 581-4238. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent of Schools or his designee.

## **Job Vacancy Announcements**

*Policy DC Employment Practices*

<http://pol.tasb.org/Policy/Code/361?filter=DC>

Announcements of job vacancies by position can be located by accessing the "Careers" page on the district's website at [www.dallasisd.org](http://www.dallasisd.org). You will be directed to a link to the Applitrack Online Application where all district vacancies are posted.

## **Employment after Retirement**

*Policy DC Employment Practices*

<http://pol.tasb.org/Policy/Code/361?filter=DC>

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited 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 (1-800) 223-8778 or (512) 542-6400. Information is also available on the TRS website ([www.trs.state.tx.us](http://www.trs.state.tx.us)).

## **Contract and Noncontract Employment**

*Policy DC Employment Practices*

<http://pol.tasb.org/Policy/Code/361?filter=DC>

*Policy DCA Employment Practices- Probationary Contracts*

<http://pol.tasb.org/Policy/Code/361?filter=DCA>

*Policy DCB Employment Practices- Term Contracts*

<http://pol.tasb.org/Policy/Code/361?filter=DCB>

*Policy DCC Employment Practices- Continuing Contracts*

<http://pol.tasb.org/Policy/Code/361?filter=DCC>

*Policy DCD Employment Practices- At-Will Employment*

<http://pol.tasb.org/Policy/Code/361?filter=DCD>

*Policy DCE Employment Practices- Other Types of Contracts*

<http://pol.tasb.org/Policy/Code/361?filter=DCE>

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator (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.

### **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 a two-year lapse in district employment or employees who move to a position requiring a new class of certification may be employed with probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education 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 a term or continuing contract should not 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. Employees entitled to contracts can access them through Oracle Self Serve. Employment policies can be accessed on line or copies will be provided upon request.

### **Noncertified and Certified Professional and Administrative Employees**

Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

### **Paraprofessional and Support Employees**

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

### **Certification and Licenses**

*Policy DBA Employment Requirements and Restriction- Credentials and Records*

<http://pol.tasb.org/Policy/Code/361?filter=DBA>

*Policy DF Termination of Employment*

<http://pol.tasb.org/Policy/Code/361?filter=DF>

*Policy DK Assignment and Schedules*

<http://pol.tasb.org/Policy/Code/361?filter=DK>

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 Human Capital Management 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 certification 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 Capital Management if you have any questions regarding certification or licensure requirements.

### **Searches and Alcohol and Drug Testing**

*Policy DHE Employee Standards of Conduct – Searches and Alcohol/Drug Testing*

<http://pol.tasb.org/Policy/Code/361?filter=DHE>

Employees are hereby notified that they have no legitimate expectation of privacy in the workplace or of district owned property. Searches of district owned property and/or searches of the workplace may occur at any time. The district may search the employee, the employee's personal items, work areas, including but not limited to, district-owned computers, lockers, electronic communications, and private vehicles parked on district premises or work sites or used in district business. In addition, searches may include, but are not limited to, drug, alcohol, and controlled substance testing if the suspected violation relates to drug, alcohol, or controlled substance use.

The district may conduct drug tests of any district employee, without a warrant and without individualized suspicion, when the test serves special governmental needs that outweigh the individual's privacy expectation. (See DHE Legal)

In addition, the district shall establish a random drug, alcohol, and controlled substance testing program for employees in functions classified as safety-sensitive positions to help prevent accidents and injuries resulting from the misuse of those substances, and to ensure the physical safety of students, employees, and members of the community. The primary purpose of the program is to prevent impaired employees from performing safety-sensitive functions. Those functions designated as safety-sensitive shall be identified by the Superintendent of Schools or designee as part of the program, and regulations shall be developed for the department or division in which random testing is conducted. (See DHE Regulation)

Testing positive for any amount of alcohol, illegal drugs, or any controlled substances, or an employee's refusal to comply with a directive to submit to a random drug or alcohol test shall be a basis for employee disciplinary action, up to and including termination.

Department managers, principals, and other administrators, in consultation with Department of Human Capital Management, may remove an employee from a duty and require testing for illegal drugs, alcohol, and/or controlled substances, based upon reasonable suspicion.

Reasonable suspicion includes but is not limited to:

- The occurrence of an accident or incident that results in damage or loss of district property or injury to any employee;
- Articulable observations of appearance, behavior, speech, or body odors; and/or
- Reports or complaints about use of alcohol or illegal substances during work hours from other employees or members of the public. (See DHE Local)

Within 24 hours of the removal, the supervisor shall provide a signed, written record to Human Capital Management documenting the information leading to an employee's removal and/or testing based on reasonable suspicion.

### **Employees Required to Have a Commercial Drivers License**

Any employee whose duties require 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 if 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 and, at random. Testing will be conducted following accidents.

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 policies and related educational material should contact the Risk Management Office at (972) 925-4050.

## **Health Safety Training**

*Policy DBA Employment Requirements and Restrictions – Credentials and Records*  
<http://pol.tasb.org/Policy/Code/361?filter=DBA>

*Policy DMA Professional Development – Required Staff Development*  
<http://pol.tasb.org/Policy/Code/361?filter=DMA>

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training 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 or documentation to their Office Manager or supervisor within 30 days of receipt.

## **Reassignments and Transfers**

*Policy DBE Employment Requirements and Restrictions- Nepotism*  
<http://pol.tasb.org/Policy/Code/361?filter=DBE>

*Policy DK Assignment and Schedules*  
<http://pol.tasb.org/Policy/Code/361?filter=DK>

All personnel are subject to assignment and reassignment by the Superintendent of Schools or designee when the Superintendent of Schools or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. 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 assignment 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. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request during the voluntary transfer period, which occurs in May. 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 Capital Management and must be approved by the receiving supervisor.

## **Workload and Work Schedules**

*Policy DEA Compensation Benefits- Wage and Hour Laws*

<http://pol.tasb.org/Policy/Code/361?filter=DEA>

*Policy DK Assignment and Schedules*

<http://pol.tasb.org/Policy/Code/361?filter=DK>

*Policy DL Work Load*

<http://pol.tasb.org/Policy/Code/361?filter=DL>

*Policy DLB Work Load – Required Plans and Reports*

<http://pol.tasb.org/Policy/Code/361?filter=DLB>

## **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 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, are posted via the calendars on the district's webpage. Calendars are no longer distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. 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.

## **Paraprofessional and Auxiliary Support Employees**

Notice of work schedules including required days of service and scheduled holidays, are posted via the calendars on the district's webpage. Calendars are no longer distributed each school year. Paraprofessional and auxiliary support employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

## **Notification to Parents Regarding Qualifications**

*Policy DK Assignment and Schedules*

<http://pol.tasb.org/Policy/Code/361?filter=DK>

*Policy DBA Employment Requirements and Restrictions – Credentials and Records*

<http://pol.tasb.org/Policy/Code/361?filter=DBA>

In schools receiving Title I funds, the district is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who is not highly qualified.

Texas law 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. This notice is not required if parental notification under NCLB is sent. 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 Capital Management.

## **Outside Employment and Tutoring**

*Policy DBD Employment Requirement and Restrictions- Conflict of Interest*

<http://pol.tasb.org/Policy/Code/361?filter=DBD>

All District employees shall avoid employment, financial, business, social, or other relationships that might be opposed to the interests of the district or might create the appearance of impropriety, or might cause a conflict with the performance of their duties. Employees shall at all times conduct themselves in a manner that avoids even the appearance of conflict between their personal interests and those of the district.

Any employee who may have a conflict situation, actual or potential, shall report all pertinent details in writing to his or her supervisor. If the proper resolution is not apparent to the supervisor, the supervisor shall refer the matter to the Superintendent of Schools or designee, as appropriate, for resolution. If a conflict of interest develops accidentally or unexpectedly, the matter shall be reported to the supervisor immediately.

## **Performance Evaluation**

*Policy DN Performance Appraisal*

<http://pol.tasb.org/Policy/Code/361?filter=DN>

*Policy DNA Performance Appraisal- Evaluation of Teachers*

<http://pol.tasb.org/Policy/Code/361?filter=DNA>

*Policy DNB Performance Appraisal- Evaluation of Other Professional Employees*

<http://pol.tasb.org/Policy/Code/361?filter=DNB>

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. In addition, Spot observations will be used with teachers this year. The term "spot observation" is synonymous with instructional walk-through. Spot observations are intended to provide instructional feedback to all teachers on the instructional priorities of the District and school. 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**

*Policy BQA Planning and Decision-Making Process- District Level*

<http://pol.tasb.org/Policy/Code/361?filter=BQA>

*Policy BQB Planning and Decision-Making Process- Campus Level*

<http://pol.tasb.org/Policy/Code/361?filter=BQB>

At both the campus and district levels, Dallas 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 district or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Department of School Leadership

## **Staff Development**

*Policy DM Professional Development*

<http://pol.tasb.org/Policy/Code/361?filter=DM>

*Policy DMA Professional Development- Required Staff Development*

<http://pol.tasb.org/Policy/Code/361?filter=DMA>

*Policy DMD Professional Development- Professional Meetings and Visitations*  
<http://pol.tasb.org/Policy/Code/361?filter=DMD>

*Policy DME Professional Development- Research and Publication*  
<http://pol.tasb.org/Policy/Code/361?filter=DME>

All employees are required to participate in professional development activities that are research-based and are designed to improve instruction that impacts student learning. Each school year, the district identifies a number of days for professional development as reflected in the district approved calendar. While professional development activities are predominantly campus-based, districtwide professional development is conducted in accordance with the requirements and standards delineated in the Professional Development Requirements Guide.

# Compensation and Benefits

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## Salaries, Wages, and Stipends

*Policy DEA Compensation and Benefits-Wage and Hour Laws*

<http://pol.tasb.org/Policy/Code/361?filter=DEA>

*Policy DEAA Compensation and Benefits- Incentives and Stipends*

<http://pol.tasb.org/Policy/Code/361?filter=DEAA>

*Policy DEAB Compensation and Benefits- Salaries and Wages*

<http://pol.tasb.org/Policy/Code/361?filter=DEAB>

Employees are paid in accordance with compensation guidelines, which are developed and implemented by the administration. The District publishes a Compensation Resource Book, which consists of, but is not limited to, the Compensation Guidelines, the Salary Handbook, and the Supplemental Earnings Handbook. All are accessible through the district's webpage at <http://www.dallasisd.org/Page/2151#sthash.nTYLHLsx.dpbs>. All district positions are classified as exempt from overtime pay or nonexempt from overtime pay 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 an hourly wage or salary and receive compensatory time or overtime pay for each 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 Supplemental Earnings Handbook.

Employees should contact the Compensation Department for more information about the district's pay schedules or their own pay.

## Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid every two weeks. Actual paychecks, if required to be issued, will not be released to any person other than the district employee named on the check without the employee's written authorization. Salary is received one of two ways: (1) through Direct Deposit into the employee's bank of choice, or (2) through a Bank of America assigned PayCard. All employees may view their Payroll Advice Statement in Oracle Self Service.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. If you have any questions regarding your pay or Payroll Statement of Earnings Statement, please contact Dallas ISD Connect at (972) 925-4200, or by e-mail to [notifypayroll@dallasisd.org](mailto:notifypayroll@dallasisd.org).

**To view monthly or biweekly paycheck dates for 2013-2014 click on the links below:**

<http://inet.dallasisd.org/depts/payroll/MonthlyPayPeriods13-14.pdf>  
<http://inet.dallasisd.org/depts/payroll/BiweeklyPayPeriods13-14.pdf>

## **Automatic Payroll Deposit**

Employees can have their paychecks electronically deposited into a designated account. Upon hire notification it is necessary to activate this service. Contact Dallas ISD Connect at (972) 925-4200 or by e-mail to [notifypayroll@dallasisd.org](mailto:notifypayroll@dallasisd.org) for more information about the automatic payroll deposit service.

## **Payroll Deductions**

*Policy CFEA Payroll Procedures: Salary Deductions and Reductions*

<http://pol.tasb.org/Policy/Code/361?filter=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 after March 31, 1986)

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. Employees also may request payroll deduction for payment of membership dues to professional organizations and selected charitable organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

## **Overtime Compensation**

*Policy DEA Compensation and Benefits- Wage and Hour Laws*

<http://pol.tasb.org/Policy/Code/361?filter=DEA>

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

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. Nonexempt employees that are paid on a salary basis are paid for a 40-hour work week and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating

overtime, a work week for a monthly employee begins on Sunday and ends on Saturday; for a biweekly employee, the workweek begins at 12:00 a.m. Friday and ends at 11:59 p.m. Thursday.

Employees may be compensated for overtime 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 80 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- 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 may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.



## **Travel Expense Reimbursement**

*Policy DEE Compensation and Benefits- Expense Reimbursement*

<http://pol.tasb.org/Policy/Code/361?filter=DEE>

Before any travel expenses are incurred by an employee, the employee's supervisor and appropriate central office business official 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 expenses other than mileage.

## **Health and Welfare Benefits Program**

*Policy CRD Insurance and Annuities Management- Health and Life Insurance*

<http://pol.tasb.org/Policy/Code/361?filter=CRD>

The district offers a comprehensive health and welfare benefits package to all eligible employees. The package consists of medical, dental, vision, Employee Assistance Program (EAP), life and Accidental Death and Dismemberment (AD&D), survivor benefits, long term care, disability, cancer care, hospital indemnity, personal legal, sick leave bank, and flexible spending accounts.

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to 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 regularly scheduled to work at least 10 hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week, are not eligible to participate in TRS-ActiveCare. TRS retirees who are not eligible for TRS-Care may be eligible for TRS-ActiveCare. Retirees must request a letter from TRS specifying ineligibility for TRS-Care and submit it to the Human Capital Management - Benefits Department.

Dallas ISD offers EAP, basic life and AD&D coverage at no cost to eligible employees. As applicable, benefits deductions are paid by the employees on a pre-tax basis.

A benefit packet with detailed descriptions of benefit coverage, prices and eligibility requirements is provided to new hire and newly eligible employees during the new hire orientation session. Employees have the option to enroll their dependents if applicable.

The benefits plan year is from September 1 through August 31. New employees must enroll within thirty (31) days after the date of hire (day reported to work). Current employees can enroll or change their benefits during the annual benefits enrollment period or if they experience a special enrollment event. Employees can enroll for benefits

through the DallasISD@YourService website ([www.disdatyourservice.org](http://www.disdatyourservice.org)) or through the *Benefits Outlook* phone line by calling (1-866) 840-DISD (3473).

Employees are required to pay their portion of benefit premiums. Failure to pay premiums will result in termination of coverage and the employee will not be eligible for Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation coverage. Any unpaid premiums by the employees, which have been paid to the carrier by Dallas ISD and for which coverage was in effect, will be deducted from the employee's final paycheck. If the final paycheck is not sufficient, the employee will be billed.

Benefits coverage ends August 31 of the school year in which employees terminate, resign or retire if they complete their contract or calendar of work days. If employees do not complete their contract or calendar of work days, their benefits will end on the last day of the month in which they terminate, resign or retire. As applicable, COBRA and conversions may be available. If employees have any questions regarding their benefit options after termination of employment, they can call *Benefits Outlook* at (1-866) 840-3473 or visit [ww.disdatyourservice.org](http://ww.disdatyourservice.org).

#### **Employee Assistance Program.**

The district provides eligible employees access to an Employee Assistance Program (EAP) at no charge to the employee or the employee's eligible dependents. This confidential resource can help employees with questions or concerns relating to issues such as alcohol and drug abuse and provide either direct support through personal counseling or indirect support through publications, education material and online web tools. Employees are directed to Policy DI (LOCAL) on the district's website for additional information at <http://pol.tasb.org/Policy/Code/361?filter=DI>.

#### **Teacher Retirement System of Texas (TRS) Retirement Program**

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS membership begins on the employee's first day of TRS-covered employment. TRS pension benefits are funded by member and state contributions to the Teacher Retirement System of Texas trust fund, and by earnings on the investments of the fund. The member contributions are automatically deducted from the members' paycheck on a pre-tax basis. There are no deductions for Social Security, but there are deductions for Medicare and for TRS-Care (retiree health care benefits). Contribution rates are subject to change by the TRS Board of Trustees.

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) are required for all eligible employees. Medicare tax deductions are required for all employees hired after March 31, 1986. Substitute, temporary, part-time and other employees who are not eligible for TRS membership will have FICA Alternative deductions unless

they elect to opt out of the plan to have Social Security contributions deducted. See FICA Alternative Plan section of this handbook for more details.

TRS offers medical coverage for eligible retirees through TRS-Care, which is currently administered by Aetna.

Employees who plan to retire under TRS should notify his/her immediate supervisor and Human Capital Management-Talent Department at least sixty (60) days in advance of their planned retirement date. A completed Notice of Separation from Employment form (S-54 form) must be submitted to the immediate supervisor for signature and forwarded to Human Capital Management for processing. Information on the application procedures for TRS benefits are available from the Human Capital Management- Benefits Department or by contacting TRS directly. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call (1-800) 223-8778. TRS information is also available on the TRS website at [www.trs.state.tx.us](http://www.trs.state.tx.us).

### **Statement Concerning Your Employment in a Job Not Covered by Social Security**

Employees' earnings from Dallas ISD are not covered under Social Security. When employees retire, or become disabled, they may receive a pension based on earnings. The TRS pension received by the employees may affect the amount of the Social Security benefits. Medicare benefits, however, will not be affected. Under the Social Security law, your Social Security benefit amount may be affected under the Windfall Elimination Provision and Government Pension Offset Provision.

### **For More Information**

Visit the DallasISD@YourService website's New Hire Center or the [www.socialsecurity.gov](http://www.socialsecurity.gov) for Social Security publications and additional information, including information about exceptions to each provision. You may also call toll free (1-800) 772-1213, or, for the deaf or hard of hearing, call the TTY number (1-800) 325-0778, or contact your local Social Security office.

### **457(b) S.M.A.R.T. (Save Money and Reduce Taxes) Plan**

The 457(b) S.M.A.R.T. Plan is a form of retirement savings plan. Contributions are payroll deducted on a pre-tax basis. The maximum that may be contributed each year is determined by the Internal Revenue Service (IRS). Participation is voluntary and is available to all active employees including substitutes, temporary, and part-time employees. Participation can begin at any time, subject to payroll processing deadlines.

Participants decide how their money is invested by selecting from a wide array of no-load and load-waived mutual fund investment options. Funds can be transferred between investment options as often as the participant chooses.

## **403 (b) Tax Sheltered Annuity Plan**

The 403(b) Tax Sheltered Annuity (TSA) Plan is a district-sponsored retirement savings plan. TSAs are tax-deferred accounts offered under section 403(b) of the Internal Revenue Code that consist of interest-earning fixed annuity policies and variable annuities and custodial accounts that offer investments in mutual funds (composed of various stocks and bonds). The 403(b) plan offers some of the same features and advantages of the 457(b) S.M.A.R.T. Plan. Participants contribute money to the plan on a pretax basis through payroll deductions; therefore no federal income tax is withheld from their contributions on any earnings. Participants will not pay taxes until they withdraw their funds. The maximum that may be contributed each year is determined by the IRS.

To start contributing to a tax sheltered annuity, you need to first choose an approved vendor from the [Region 10 RAMS website](http://www.region10rams.org/services-403b-resources) at <http://www.region10rams.org/services-403b-resources> and approved products from the TRS approved list. After your selection, go to the DallasISD@YourService website Enrollment Center and click on Enroll in 403(b) Tax Sheltered Annuity (TSA) Plan. Follow the instructions on the screen to log into the enrollment website. Dallas ISD reserves the right to cancel this agreement at any time at its discretion in order to comply with district policy or with federal or state laws.

Employees choose how they want to invest their money, and can start, stop, or change contributions at the beginning of each month. They can also stop contributions at any given pay period if within payroll processing deadlines. All of these changes must be made on the [Region 10 RAMS website](http://www.region10ram.org) ([www.region10ram.org](http://www.region10ram.org)). Employees may call the Dallas ISD's 403(b) Administrator's toll-free number at (1-800) 943-9179, for assistance. Requests to start, change, or stop contributions must be received no later than the 15th of the month to take effect the following month. Salary reduction amounts will end with the August paycheck in the school year in which you terminate, resign, or retire if you complete your contract or calendar of work days. If you do not complete your contract or calendar of work days, your salary reduction will end on the last day of the month in which you terminate, resign, or retire.

## **401(a) STAR (Staff and Teacher Attendance Reward) Plan**

401(a) STAR Plan is an attendance incentive that provides a matching contribution from the district. It is also a retirement savings plan available under Section 401(a) of the Internal Revenue Code. The plan, offered through ESC Region 10, is funded by Dallas ISD. Money is invested in a trust set up exclusively for the benefit of employees who participate in the program. The program is designed to reward and retain employees, improve employee attendance, and enhance employee retirement savings.

Employees are automatically enrolled in STAR if they are eligible for the district matching contributions. Subject to the Board of Trustees funding approval each plan year, an employee is eligible if he/she is an active, contributing member of the Teacher Retirement System of Texas, contributes to the district's 457(b) S.M.A.R.T., or the 403(b) Tax Sheltered Annuity plans, and meets the attendance criteria. Participants must be employed on August 31 of each year in order to receive that year's district contributions.

The Dallas ISD contribution to the plan is determined by the Board of Trustees during the budget approval process. Effective September 1, 2011, the district matching contributions are suspended until further notice.

## **Federal Insurance Contribution Act (FICA) Alternative Plan**

The Federal Insurance Contributions Act (FICA) Alternative Plan offers an alternative to Social Security. This plan applies to employees who are not eligible for the TRS Pension Plan, such as a part-time employee working less than half of a full-time position (i.e. 20 hours per week), and substitute, seasonal, and temporary employees.

Deductions under this plan are withheld in lieu of deductions normally made to FICA, and are placed in a 457(b) account administered by Public Agency Retirement Services. The 7.5 percent contribution to this plan is deducted from the employee's paycheck on a pretax basis, so the employee is not taxed on the gross amount. In addition to the 7.5 percent contribution to the FICA Alternative Plan, Medicare withholding will also be deducted from the employee's paychecks. Funds remain tax sheltered until they are withdrawn. Unlike Social Security withholding, if employment with the Dallas ISD ends, participants may withdraw funds subject to the Internal Revenue Code distribution guidelines under a 457(b) Deferred Compensation Plan.

Participation in the FICA Alternative Plan is automatic. **BY PARTICIPATING IN THE FICA ALTERNATIVE PLAN, EMPLOYEES ARE OPTING OUT OF SOCIAL SECURITY. EMPLOYEES MAY ELECT TO OPT OUT OF THE FICA ALTERNATIVE PLAN, BUT THEIR ELECTION MUST BE MADE WITHIN 14 CALENDAR DAYS OF RECEIVING NOTIFICATION. THE ELECTION PLAN IS IRREVOCABLE AND APPLIES TO ALL PERIODS OF ELIGIBLE EMPLOYMENT WITH THE DISTRICT.** If the employee chooses not to participate in the FICA Alternative Plan, a portion of their earnings will be withheld from their paychecks for Social Security.

## **Other Benefit Programs**

Basic Life Insurance

Long term Care through UNUM

Health and Fitness Membership

LifeResources@DallasISD

LiveWell@DallasISD Wellness Program

Home, Auto, and Renter Insurance

Employee Discounts

## Employee Cell Phone Discount Program

To help new employees get settled in their positions quickly, a checklist of steps is provided all new hires to complete within 31 days of date of hire is provided. This checklist is available at [www.disdatyourservice.org](http://www.disdatyourservice.org) from the New Hire Center.

Detailed descriptions of all benefits, employee cost, and eligibility requirements are available online at [www.disdatyourservice.org](http://www.disdatyourservice.org) or by phone through *Benefits Outlook* at (1-866) 840-3473.

The Dallas ISD benefits program is subject to change. The complete provisions of the plans, including legislative updates, exclusions, and limitations, are set forth in the contracts and plan summaries. If the above information is not consistent with the contracts, and state/federal regulations, the contracts and state/federal regulations prevail.

# Leaves and Absences

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*Policy DEC Compensation and Benefits- Leave and Absences*

<http://pol.tasb.org/Policy/Code/361?filter=DEC>

*Policy DECA Leave and Absences- Family Medical Leave*

<http://pol.tasb.org/Policy/Code/361?filter=DECA>

*Policy DECB Leave and Absences- Military Leave*

<http://pol.tasb.org/Policy/Code/361?filter=DECB>

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the leaves available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call *Benefits Outlook* at (1-866)-840-3473 and log in to the DallasISD@YourService website at [www.disdatyourservice.org](http://www.disdatyourservice.org) for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Employees requesting a leave of absence are required to contact *Benefits Outlook* at (1-866) 840-3473 or go online to [www.disdatyourservice.org](http://www.disdatyourservice.org) to apply for a leave of absence. An employee must provide at least 30 days notice before leave is to begin if the need is foreseeable. If unforeseeable, an employee must provide notice as soon as practicable under the facts and circumstances of the particular case. A supervisor/manager or employee's family member/representative may request a leave packet on behalf of the employee when the employee is unable to do so.

When an employee is placed on an unpaid leave of absence and after any paid leave is exhausted, the employee shall be allowed to continue the group health insurance at his or her own expense for a period not to exceed six months. Employees on unpaid leave are responsible for paying benefit premiums either in advance or monthly. Premiums are due the first of each month for the current month's coverage. At the end of the six-month period, if the employee is still on an unpaid leave of absence and premiums were paid, COBRA coverage shall be offered. A paycheck received while on an unpaid leave of absence that is attributable to a pay period prior to the employee being on leave and/or pay that is not considered hours worked shall not be used in determining the six-month period.

The district will continue coverage for employees who are covered under the Family Medical Leave Act (FMLA) as required under the law. If an employee fails to return to work after FMLA leave has been exhausted, the district shall recover from the employee, the district's share of health plan premium contribution made during the employee's unpaid FMLA leave.

Nonpayment of employee contributions will result in loss of coverage. The employee is responsible for paying all premiums due up to the date of termination of coverage. The district shall deduct the amount owed by the employee from the final paycheck. If the

final paycheck is not sufficient, the employee will be billed. If the employee coverage is canceled due to nonpayment of the premium, the employee will not be eligible for COBRA, as applicable within the law.

### **State Personal Leave**

The district provides eligible employees with five days of state personal leave. State personal leave shall be earned at a rate of five days per year with no limit on accumulation or restriction on transfer among districts. Determination of the number of days earned is based on the number of days worked during the school year and prorated based upon an employee's work assignment.

A request to use state personal leave shall be submitted to the immediate supervisor/designee in advance of the anticipated absence(s). In the case of an emergency situation, notification shall be made at the earliest practical time. For absences beyond five consecutive days, an employee should follow the leave request procedure.

Accumulated totals of state sick leave accrued prior to May 30, 1995, shall remain available to employees.

For more information, see DEC (LOCAL) and DEC (LEGAL).

### **District Local Leave**

All employees who work twenty (20) or more hours per week (excluding substitute or temporary) shall be entitled to district local leave days prorated based on the employees' work assignment. Beginning September 1, 2011, the district provides eligible employees with three (3) days of district local leave with a maximum accumulation of thirty (30) days. Accumulated balances of district local leave accrued prior to September 1, 2011, shall remain available to employees until depleted. All unused accumulated district local leave balances shall be reduced to zero immediately upon termination of employment with the District.

The district may not restrict the order in which an employee may use state personal leave, state sick leave, and district local leave.

For more information, see DEC (LOCAL), DEC (LEGAL) and DEC (REGULATION).

### **Leave Bank Program**

The district offers the following Leave Bank Programs to benefit employees: Sick Leave Bank, Emergency Fund, and Military Wartime Paid Leave and Donation Programs.



Continuation of these programs is contingent upon availability of donated local leave days from employees.

For more information, see DEC(REGULATION) and the program description on the DallasISD@YourService website.

### **Family and Medical Leave Act (FMLA)—General Provisions**

District employees are eligible for leave under the Family Medical Leave Act after they have been employed by the district for at least 12 months and have worked a minimum of 1,250 hours during the 12-month period prior to the first day of FMLA leave.

The district shall grant leave to eligible employees:

- Parental leave to care for a newborn or newly adopted or placed child;
- Because of a serious health condition that makes the employee unable to perform the functions of the employee's job or the serious health condition of qualifying family member (i.e. children, spouse, parents);
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation; and
- To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the servicemember.

### **Continuation of Health Benefits and Protection**

During any FMLA leave, the district must maintain the employee's coverage under any group health plan on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period. Upon return from FMLA leave, the employee is entitled to be reinstated on the same terms as before taking leave without any qualifying period, physical examination, exclusion of pre-existing conditions, and the like.

### **District Contact**

Employees who require FMLA leave or have questions should contact *Benefits Outlook* at (1-866) 840-3473 for details on eligibility, requirements, and limitations. Information is also available online at DallasISD@YourService website at [www.disdatyourservice.org](http://www.disdatyourservice.org).

### **Medical Leave of Absence/Temporary Disability (Non-FMLA)**

All district employees who work 20 or more hours per week (excluding substitute or temporary employees) shall be eligible for medical leave of absence/temporary disability (non-FMLA). An employee absent beyond five consecutive workdays for the employee's own serious health condition or for a general medical condition, including pregnancy, when such conditions interfere with the performance of regular duties shall apply for a

medical leave of absence by contacting *Benefits Outlook* at (1-866) 840-3473. The duration of the leave shall be up to 180 calendar days with proper medical certification.

### **Medical Certification**

An employee absent beyond four (4) consecutive workdays due to personal illness shall submit, upon return to work, a medical certification of absence and fitness to return to work. An employee absent beyond four (4) consecutive workdays due to the illness of an immediate family member shall present, upon return to work, medical certification of the family member's illness. For absences beyond five (5) day, medical certification shall be provided during the leave application process.

### **Use of Medical Information**

An employee's medical information is considered confidential and should be used appropriate for decisions regarding accommodation and leave requests.

### **Use of Genetic Information**

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, employees and healthcare providers are requested to not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact an individual or and individual's family member's sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

The law forbids discrimination on the basis of genetic information when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoffs, training, fringe benefits, or any other term or condition of employment. *An employer may never use genetic information to make an employment decision because genetic information is not relevant to an individual's current ability to work.*

Under GINA, it is also illegal to harass a person because of his or her genetic information. Harassment can include, for example, making offensive or derogatory remarks about an applicant or employee's genetic information, or about the genetic information of a relative of the applicant or employee. Although the law does not prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so severe or pervasive that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted). The harasser can be the victim's supervisor, a supervisor in another area of the workplace, a co-worker, or someone who is not an employee, such as a student or parent.

## **Application for a Leave of Absence**

An employee absent beyond five (5) consecutive workdays, except for vacation, shall apply for a leave of absence by contacting Benefits Outlook at 1-866-840-3473(DISD). The employee shall notify the supervisor or designee of the application for leave. See application procedure applicable for each type of leave under DEC(LOCAL), DECA (LOCAL) and DECB (LOCAL).

## **Assault Leave**

District employees who are physically assaulted during the performance of regular duties shall be eligible for assault leave. The assault shall be reported within 24 hours of the incident to the immediate supervisor or designee.

An employee who is physically assaulted at work may take the number of days necessary to recuperate from physical injuries he or she sustained. However, assault leave shall not exceed two years from the day of the assault. 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 completion of an 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. See DEC (LOCAL) for more information.

## **Bereavement Leave**

All employees may use available leave for bereavement/funeral purposes. For the death of an immediate family member, an employee may use up to five (5) local or state days per occurrence without applying for leave of absence. As long as leave days are available there is no loss of pay, and the employee remains in full-pay status during the leave. Should an employee use more days than earned, the cost of unearned leave days may be deducted from the employee's paycheck. If insufficient funds exist in the last paycheck, the employee shall be required to refund the overpayment. Appropriate documentation shall be provided for all bereavement/funeral leave upon supervisor request. DEC (Local) provides detailed definitions applicable throughout the policy.

## **Jury Duty**

In accordance with statutory provisions, employees may serve on federal, municipal, and county juries without loss of pay or accumulated leave. Employees shall be allowed to retain any compensation for this service but a record of days served, verified by the central jury bailiff letter, shall be submitted to the principal or department head. Employees summoned for stand-by jury service shall report to their regular work site and follow the directions outlined in the summons. If jury service is required, the employee shall be released to report to jury service at the specified time. A record of jury service, verified by the central jury bailiff letter, shall be submitted to the principal or department head.

## **Other Court Appearances/Subpoena**

Employees who are subpoenaed shall present the subpoena and the reasons for the court appearance to the principal or department head in advance of the anticipated days of absence.

## **Military Leave (Short Term)**

All employees of the district who are members of the state military forces or of the reserve components of the United States Armed Forces or a member of a state or federally authorized Urban Search and Rescue Team shall be granted a leave of absence from their duties without loss of time, efficiency rating, personal time, or salary on all days during which they are engaged in authorized training or duty ordered or authorized by proper authority, not to exceed 15 workdays days in a federal fiscal year. Such employees who are ordered to duty by proper authority shall be restored, when relieved from duty, to the position held by them when ordered to duty. *Texas Gov't Code 431.005*

## **Military Leave (Long Term)**

Any person who is absent from a position of employment by reason of voluntary or involuntary service in the uniformed services (the Armed Forces, the Army National Guard, and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty; the commissioned corps of the Public Health Services; and any other category of persons designated by the president in time of war or emergency) shall be entitled to certain re-employment rights and benefits under the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) if:

1. The person (or an appropriate officer of the uniformed service in which such service is performed) has given advance written or verbal notice of such service to the district (unless notice is precluded by military necessity or is otherwise unreasonable or impossible);
2. The cumulative length of the absence and of all previous absences from a position of employment with the district does not exceed five years; and
3. The person reports to or submits an application for re-employment to the district and complies with the appropriate procedural requirements that apply under the circumstances.

## **Re-employment after Military Leave**

Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as member of the, military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged provided they can be physically and mentally qualified to perform the duties of the position.

To be eligible for reemployment, employee must submit, in writing, a request to return to work to the Superintendent of Schools and provide a copy to of such request to *Benefits*

*Outlook.* The request must include a discharge or release from military services under honorable conditions and must be submitted within the period of time specified by law. In most cases, the length of federal military service cannot exceed five years.

For more information about military leave, please review the information and notice posted under the military leave of absence Work/Life Balance section of DallasISD@YourService website @ [www.disdatyourservice.org](http://www.disdatyourservice.org).

See DECB (LOCAL), DECB (LEGAL) and DEC (REGULATION) for more information on military leave.

### **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 *Benefits Outlook* at (1-866) 840-3473 for details on eligibility, requirements, and limitations. Employees returning from military leave are eligible to re-enroll for benefits by calling *Benefits Outlook* within thirty-one (31) days after returning to active status with the district.

### **Professional Leave**

A professional leave may be granted only if the activity accomplishes a school-related purpose and is in the best interest of the District. Requests for absence for professional purposes shall receive advance approval by the Superintendent of Schools or designee who will consider the effect of the employee's absence on the education program or District operations, as well as the availability of substitutes. A leave of absence for a professional activity may be granted to employees who have been employed with the District a minimum of three years. The leave shall not exceed 365 calendar days and will be without pay. Leave requests for professional study or other professional activity shall not be granted for full-time employment elsewhere. Requests must be submitted to *Benefits Outlook* not later than six weeks prior to the first day of a school year in which the leave will begin. Approval of such leave requests are subject to approval by the Superintendent of Schools or designee and shall depend on their value to the District's program.

### **Workers' Compensation Leave**

*Policy CRE Insurance and Annuities Management – Workers' Compensation*  
<http://pol.tasb.org/Policy/Code/361?filter=CRE>

An employee receiving workers' compensation wage benefits shall be assigned to family and medical leave, if applicable. The employee shall inform the appropriate administrator

whether he or she chooses to use available paid leave while receiving workers' compensation wage benefits. [See CRE (LEGAL)]

### **Hardship Leave**

All district employees (excluding substitute or temporary employees) may be granted an unpaid hardship leave of up to 60 calendar days. Employees must have completed one year of service and not be eligible for any other leave. See DEC (LOCAL) for more information.

### **Abuse of Leave**

Abuse of leave policies, misrepresentation of the need to use leave, or falsification of a document from a health care provider shall constitute grounds for appropriate disciplinary action, up to and including termination, in accordance with district policies.

### **Excessive Absences**

When an employee's absences become a concern or a pattern of absences becomes established, the principal/supervisor shall discuss with the employee the reason for such absences. Such absences may be subject to verification. If the absences are deemed excessive, the employee may be subject to disciplinary action, up to and including termination of employment.

### **Job Abandonment**

Employees who are absent from work three consecutive working days or more without notice/approval, and who cannot be reached by the immediate supervisor, are deemed to have voluntarily resigned from the district and may be released from the district due to job abandonment.

### **Administrative Leave for Disciplinary Reasons**

An employee may be placed on administrative leave with or without pay by the Superintendent of Schools or designee during an investigation of alleged misconduct by the employee, following a recommendation for termination, at any time the Superintendent of Schools or designee determines that the district's best interest will be served by the suspension or administrative leave.

### **Neutral Absence Control Policy**

If an employee does not return to work within 180 calendar days of being out on leave, the district shall provide the employee with written notice that the maximum allotted district leave time has been exhausted and that the employee will be terminated regardless of the reason for absence. The employee's eligibility for reasonable accommodation, as

required under the Americans with Disabilities Act (ADA) shall be considered before termination. If paid leave has been exhausted, the employee shall remain on unpaid leave during the ADA consideration period. If terminated, the employee may apply for reemployment with the district.

## **Americans With Disabilities Act (ADA)**

*Policy DAA Employment Objectives-Equal Employment Opportunity*

<http://pol.tasb.org/Policy/Code/361?filter=DAA>

Title I of the Americans with Disabilities Act prohibits covered employers from discriminating against any qualified individual with a disability with respect to practically every aspect of the employment relationship, including job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

Employees who feel they need an ADA accommodation must submit a request to their supervisor/manager or directly to the ADA Advisory Committee by contacting the Human Capital Management - Benefits Department at (972) 925-4047. Required information must be submitted with the request.

For information about the use of genetic information, refer to the “Use of Genetic Information” under the Medical Leave of Absence/Temporary Disability (Non-FMLA) section of this handbook.

For more information on ADA and how to request an accommodation, please visit the DallasISD@Your Service website home page and click on Forms then select ADA Information.

## **Workers’ Compensation**

*Policy CRE Insurance and Annuities Management- Workers’ Compensation*

<http://pol.tasb.org/Policy/Code/361?filter=CRE>

The district, in accordance with state law, provides workers’ compensation benefits to employees who suffer a work-related illness or are injured on the job. The district is self-insured for workers’ compensation coverage.

Workers’ compensation helps pay for medical treatment and helps pay for a portion of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the employee’s supervisor within 24 hours of the accident or injury. Employees who are unable to work

because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days. Sick leave will be used, unless otherwise specified, for an employee receiving workers' compensation wage benefits for a job-related illness or injury. While an employee is receiving workers' compensation wage benefits, the employee may elect to receive previously accrued sick leave benefits in an amount equal to the difference in the workers' compensation benefits and the weekly compensation the employee was receiving before the injury that resulted in the claim, with a proportionate deduction in the employee's sick leave balance.

## **Unemployment Compensation Insurance**

*Policy CRF Insurance and Annuities Management- Unemployment Insurance*

<http://pol.tasb.org/Policy/Code/361?filter=CRF>

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Risk Management Office at (972) 925-4050.



# Employee Relations and Communications

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## Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district's newsletter, and through special events and activities.

## District Communications

The Communication Services Department is responsible for internal and external communications, community and parent relations, and volunteer and partnership programs. The Department publishes internal and external electronic newsletters and brochures; cable TV programs and videos; news releases and media relations; and manages the district's internet and intranet sites. It also manages the districtwide, self-supporting printing operation and provides translation and interpretation services districtwide. The *Dallas ISD Style Guide* is published for use by department and district staff.

Communication Services is responsible for coordinating the district's volunteer and partnership program, which involves more than 22,000 volunteers and 1,500 partnerships.

In addition, the department publishes and handles the district's media relations. All information for the news media must be processed through and approved by Communication Services.

## E-mail system

The district's e-mail system is a key means of communication and information sharing among individual staff members, groups of employees, and departments. Employees must have access to a computer and be issued an e-mail account and user I.D. in order to send and receive e-mails.

# Complaints and Grievances

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*Policy DGBA Personnel-Management Relations- Employee Complaints/Grievances*

<http://pol.tasb.org/Policy/Code/361?filter=DGBA>

The purpose of the grievance policy is to provide employees an orderly process for the prompt and equitable resolution of grievances. The Board intends that, whenever feasible, grievances be resolved at the lowest possible administrative level.

Employees are encouraged to discuss their concerns and grievances with their supervisor, principal, or other appropriate administrator. When informal discussions fail to resolve the concern or dispute, the employee may file a grievance with Employee Relations.

<http://pol.tasb.org/Policy/Code/361?filter=DGBA>

# Employee Conduct and Welfare

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## Standards of Conduct

*Policy DH Employee Standards of Conduct*

<http://pol.tasb.org/Policy/Code/361?filter=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 co-workers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department 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 may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to the State Board for Educator Certification not later than the seventh day after the Superintendent of Schools first learns of the incident.

## Texas Educators' Code of Ethics

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

## 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. (19 TAC 247.1(b)).

## Enforceable Standards

### 1. Professional Ethical Conduct, Practices, and Performance

**Standard 1.1** The 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 1.2** The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

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

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

**Standard 1.5** The 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 or knowingly 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 consume alcoholic beverages on school property or during school activities when students are present.

## **2. 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 who provides information for a disciplinary investigation or proceeding under this chapter.

## **3. 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, e-mail, 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:

- i. the nature, purpose, timing, and amount of the communication;
- ii. the subject matter of the communication;
- iii. whether the communication was made openly or the educator attempted to conceal the communication;
- iv. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- v. whether the communication was sexually explicit; and
- vi. 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.

## **Discrimination, Harassment, and Retaliation**

*Policy DH Employee Standards of Conduct*

<http://pol.tasb.org/Policy/Code/361?filter=DH>

*Policy DIA Employee Welfare – Freedom from Discrimination, Harassment, and Retaliation*

<http://pol.tasb.org/Policy/Code/361?filter=DIA>

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees 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, students, coworkers, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action up to and including termination.

Employees who believe they have been discriminated, harassed or retaliated against in violation of district policy are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the employee should report the complaint directly to the Superintendent of Schools or his designee, Mary McCants at (972) 925-3250. A complaint against the Superintendent of Schools may be made directly to the board.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation are referenced above

## **Harassment of Employees/Students**

*Policy DF Termination of Employment*

<http://pol.tasb.org/Policy/Code/361?filter=DF>

*Policy DH Employee Standards of Conduct*

<http://pol.tasb.org/Policy/Code/361?filter=DH>

*Policy FFG Student Welfare – Child Abuse and Neglect*

<http://pol.tasb.org/Policy/Code/361?filter=FFG>

*Policy FFH Student Welfare – Freedom from Discrimination, Harassment, and Retaliation*

<http://pol.tasb.org/Policy/Code/361?filter=FFH>

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 by district policy and by law, and may be subject to criminal penalties. 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. If a district employee is suspected of sexually harassing a student, a report must be made to the district's Office of Child Abuse and Domestic Violence Prevention. All allegations of prohibited harassment 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 report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 47, and *Bullying*, page 72, for additional information.

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

<http://pol.tasb.org/Policy/Code/361?filter=DH>

<http://pol.tasb.org/Policy/Code/361?filter=FFG>

## **Reporting Suspected Child Abuse**

*Policy DF Termination of Employment*

<http://pol.tasb.org/Policy/Code/361?filter=DF>

*Policy DG Employee Rights and Privileges*

<http://pol.tasb.org/Policy/Code/361?filter=DG>

*Policy DH Employee Standards of Conduct*

<http://pol.tasb.org/Policy/Code/361?filter=DH>

*Policy FFG Student Welfare – Child Abuse and Neglect*

<http://pol.tasb.org/Policy/Code/361?filter=FFG>

*Policy GRA Relations with Governmental Entities – State and Local Governmental Authorities*

<http://pol.tasb.org/Policy/Code/361?filter=GRA>

All employees are required by state law to report any suspicion that a child has been or may be abused or neglected to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions: 19 TAC 249.3(1)

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

Reports to Child Protective Services must be made to the Dallas ISD Office of Child Abuse and Domestic Violence Prevention at (1-888-572-2873) and to the Texas Abuse Hotline (1-800-252-5400 or [www.txabusehotline.org](http://www.txabusehotline.org)) or to local law enforcement. State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee



who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees must cooperate with investigators of child abuse and neglect. Reporting the concern to another employee does not relieve the employee of the requirement to report it to the appropriate state agency or law enforcement and to the district's Office of Child Abuse and Domestic Violence Prevention. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

## **Sexual Abuse and Maltreatment of Children**

It is important for employees to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. 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. Maltreatment is defined as abuse or neglect. 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.

Any report that an employee has violated district policies prohibiting physical punishment of students or has otherwise abused, neglected or harassed a student must be reported to the district's Office of Child Abuse and Domestic Violence Prevention, regardless of whether the employee's conduct resulted in an injury to the student.

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

For more information concerning sexual abuse and other maltreatment of children, please contact the district's Office of Child Abuse and Domestic Violence Prevention at 1-888-572-2873 or e-mail [childabuse@dallasisd.org](mailto:childabuse@dallasisd.org).

## **Technology Resources**

*Policy CQ Electronic Communication and Data Management*

<http://pol.tasb.org/Policy/Code/361?filter=CQ>

The district's technology resources, including its network access to the internet, are primarily for administrative and instructional purposes. Limited personal use 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 technology resources are not confidential and can be monitored at any time to ensure appropriate use. Employees and students who are authorized to use the system are required to abide by the provisions of the district's acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Information and Technology Services Department at (972) 925-5660.

The following provisions regarding the acceptable use of computers and networks, shall apply to all district administrators, faculty, staff, and students. All technology equipment shall be used under the supervision of the site administrator.

- Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.
- Users shall not let other persons use their name, log-on, or password.
- Users shall not use or try to discover another user's password.
- Users shall not copy, change, or transfer any software or documentation provided by the district, teachers, or other students without permission from the campus teacher technologist, and authorized by proper license.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
- Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
- Users shall not deliberately access or create any obscene or objectionable information, language, or images.
- Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
- Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher, technologists, technician, help desk, or supervisor.
- Users shall not take home technology equipment (hardware or software) without written permission of the supervisor.

## **Personal Use of Electronic Media**

*Policy DH – Employee Standards of Conduct*

<http://pol.tasb.org/Policy/Code/361?filter=DH>

Electronic media includes, but is not limited to, 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 (such as YouTube), editorial comments posted on the internet, and social network sites (examples include, but are not limited to, Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes, but is not limited to, all forms of telecommunication such as landlines, cell phones, and web-based applications.

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 media as they are for any other public conduct. If an employee's use of electronic media 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 also is responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media 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 not use the district's logo or other copyrighted material of the district without written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, 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 *Use of Electronic Media with Students*, for regulations on employee communication with students through electronic media.

## Use of Electronic Media with Students

Policy DH – Employee Standards of Conduct

<http://pol.tasb.org/Policy/Code/361?filter=DH>

A certified or licensed employee, or any other employee designated in writing by the Superintendent of Schools or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

Electronic media transmissions and other uses of electronic communication systems by students and employees are not considered confidential and may be monitored and/or searched at any time by the district to ensure appropriate use for educational and administrative purposes.

The following definitions apply for the use of electronic media with students:

- *Electronic media* includes, but is not limited to, 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 (such as YouTube), editorial comments posted on the internet, and social network sites (examples include, but are not limited to, Facebook, MySpace, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a communication.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students must observe the following:

- The employee may use any form of electronic media except text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters

- relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students 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.
  - The employee shall not communicate directly with any student between school hours. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
  - The employee does not have a right to privacy with respect to communications with students and parents.
  - The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
    - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act, including retention and confidentiality of student records. [See Policies CPC and FL]
    - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
  - Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently, enrolled students.
  - Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

## **Criminal History Background Checks**

*Policy DBAA Employment Requirements and Restrictions – Criminal History and Credit Reports*

<http://pol.tasb.org/Policy/Code/361?filter=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 all employees and maintained in 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, Indictments, Convictions, and other Adjudications**

*Policy DBAA Employment Requirements and Restrictions – Criminal History and Credit Reports*

<http://pol.tasb.org/Policy/Code/361?filter=DBAA>

An employee shall notify the Superintendent of Schools in writing, within three work days of any arrest, indictment, conviction, no contest or guilty plea, other adjudication of any felony and-any offense listed below: which includes but is not limited to:

- 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, false representation;
- Deliberate violence;
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
- Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
- Acts constituting abuse under the Texas Family Code;
- Public lewdness; and
- Prostitution.

For additional information see DBAA (Local).

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 TFA.

## **Alcohol and Drug-Abuse Prevention**

*Policy DH Employee Standards of Conduct*

<http://pol.tasb.org/Policy/Code/361?filter=DH>

*Policy DI Employee Welfare*

<http://pol.tasb.org/Policy/Code/361?filter=DI>

The District 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.

## **Tobacco Use**

*Policy DH Employee Standards of Conduct*

<http://pol.tasb.org/Policy/Code/361?filter=DH>

*Policy GKA Community Relations – Conduct on School Premises*

<http://pol.tasb.org/Policy/Code/361?filter=GKA>

*Policy FNCD Student Conduct – Tobacco Use and Possession*

<http://pol.tasb.org/Policy/Code/361?filter=FNCD>

State law prohibits smoking or using tobacco products on all district-owned property and at school-related or school-sanctioned activities, on or off campus. 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 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.

## **Fraud and Financial Impropriety**

*Policy CAA Fiscal Management Goals and Objectives – Financial Ethics*

<http://pol.tasb.org/Policy/Code/361?filter=CAA>

*Policy DH Employee Standards of Conduct*

<http://pol.tasb.org/Policy/Code/361?filter=DH>

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, but are not limited to, 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
- 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. [See DBD]
- Inappropriately destroying, removing, or using District property, including but not limited to: records, furniture, fixtures, or equipment except as authorized by District policy.
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Submission of any document or record known to be false or altered with the intent of having it accepted as a genuine re-cord.
- Intentionally destroying, concealing, removing, or otherwise impairing the verity, legibility, or availability of documents or records
- Any other dishonest act regarding the finances of the district
- Pecuniary gain, conflict of interest, or acceptance of a benefit, in violation of state law. [See BBFA and DBD(LOCAL)]
- Intentional misrepresentation by an employee of the employee's authority under law or District policy or regulation, including, but not limited to, misrepresentation of the employee's authority to receive or spend District funds, to use District property, or to direct another to receive or spend District funds or use District property.
- Any similar or related irregularity that constitutes fraud as defined under this policy and/or state or federal law.

Refer to CAA (Local) for further details.

## **Employee's Duty to Report**

Any employee who knows or has reason to know of or suspects an occurrence of fraud, misappropriation, or financial impropriety shall immediately notify one or more of the following:

- The Office of Professional Responsibility (OPR) using the District's Fraud Hotline at (800) 530-1608,
- The Police and Security Department, or
- The employee's supervisor. [See CAA(LOCAL) and CHE(LOCAL) and CHE(LOCAL) (REGULATION)]



An employee who suspects his or her supervisor of fraud, misappropriation, or financial impropriety should report such matters to OPR. Any fraud reports received by a supervisor or the Police and Security Department shall immediately be reported to OPR.

The employee shall not discuss the matter with anyone other than with OPR, the Police and Security Department, or his or her supervisor. Employees who knowingly make false allegations shall be subject to discipline up to and including termination.

## **Employee Duties During an Investigation**

During an investigation, an employee shall:

Direct all inquiries from suspected individuals or their representative regarding the allegations to Police and Security Services or OPR. All inquiries from the suspected individual's attorney shall be directed to the Office of Legal Services.

1. Refrain from contacting the suspected individual in an effort to determine facts or demand restitution.
2. Refrain from discussing the case, facts, suspicions, or allegations with anyone outside the organization or those within the organization unless specifically authorized to do so by the Office of Legal Services, OPR, and/or Police and Security.
3. Cooperate with the investigative process as follows:
  - a. Throughout the course of an official District administrative investigation or inquiry, every District employee has an affirmative duty to provide all relevant and factual information about matters inquired. Employees failing to cooperate with the investigation shall receive a directive from an administrator to cooperate. The employee's failure to comply with the administrator's directive constitutes "insubordination," a violation that will be grounds for disciplinary action up to and including termination. [See DCD and DF series]
  - b. When directed by an administrator or a District investigator, an employee shall submit an administrative statement. Intentional falsification, misstatement, or the concealment of a material fact in connection with an administrative investigation shall be deemed as "providing untruthful statements" and shall be grounds for disciplinary action up to and including termination.

## **Conflict of Interest**

*Policy DBD Employment Requirements and Restrictions – Conflict of Interest*

<http://pol.tasb.org/Policy/Code/361?filter=DBD>

Employees are required to disclose to their supervisor 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
- Nonschool employment

## **Gifts and Favors**

*Policy CAA Fiscal Management Goals and Objectives – Financial Ethics*

<http://pol.tasb.org/Policy/Code/361?filter=CAA>

*Policy CDC Other Revenues- Grants from Private Sources*

<http://pol.tasb.org/Policy/Code/361?filter=CDC>

*Policy DBD Employment Requirements and Restrictions – Conflict of Interest*

<http://pol.tasb.org/Policy/Code/361?filter=DBD>

Employees are prohibited from accepting anything of value or benefit including but not limited to entertainment, travel, food, and lodging from any person or entity the employee knows is interested in or likely to become interested in any contract, purchase, payment, claim or transaction with the District beyond an aggregate from the person or entity of \$50 or more in any one year to an individual employee. (Nothing can be accepted from E-Rate Vendors, see below). This provision shall not apply to gifts, things of value, benefits received because of kinship, or benefits or things of value to which the employee is lawfully entitled or for which the employee gives legitimate consideration in a capacity other than as a District employee. See DBD (Local).

## **E-Rate Vendors**

All gifts and donations of whatever value offered by E-Rate vendors or potential E-Rate vendors will be submitted to the chief compliance officer for review and will not be accepted until the chief compliance officer has approved the acceptance. Proposed gifts and donations will be reported on the form provided in CDC (EXHIBIT)–A. E-Rate vendors and potential E-Rate vendors are posted on the compliance division section of the E-Rate department’s page on the District’s website.

## **Fiscal Management Goals And Objectives Financial Ethics**

E-rate program personnel members are prohibited from accepting gifts, meals, entertainment, or anything of value from any outside entity, any consultant, or any other individual representing such an entity that provides or seeks to provide goods or services pursuant to the E-Rate program, either directly or through any entity associated with the E-Rate vendor/service provider.

E-Rate personnel shall reject the offer of any gift, meal, entertainment, or anything of value from any outside entity, any consultant, or any other individual representing an entity that provides or seeks to provide goods or services pursuant to the E-Rate program.

## **Copyrighted Materials**

*Policy CY Intellectual Property*

<http://pol.tasb.org/Policy/Code/361?filter=CY>

Employees are expected to comply with the provisions of federal copyright law related to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data, computer 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 only within the provisions of the purchase agreement.

## **Associations and Political Activities**

*Policy DGA Employee Rights and Privileges – Freedom of Association*

<http://pol.tasb.org/Policy/Code/361?filter=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 choose not to join any professional association or organization.

An individual's employment will not be affected by membership in 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.

## **Charitable Contributions**

*Policy DG Employee Rights and Privileges*

<http://pol.tasb.org/Policy/Code/361?filter=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 fundraiser. 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 Safety Program/Risk Management*

<http://pol.tasb.org/Policy/Code/361?filter=CK>

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. 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 and machines for which they have training and authorization.

Employees with questions or concerns related to safety programs and issues should contact Risk Management at (972) 925-4050.

## **Possession of Firearms and Weapons**

*Policy FNCG Student Conduct – Weapons*

<http://pol.tasb.org/Policy/Code/361?filter=FNCG>

*Policy GKA Community Relations – Conduct on School Premises*

<http://pol.tasb.org/Policy/Code/361?filter=GKA>

The District prohibits the possession, display, or use of firearms, explosive weapons, illegal knives, clubs, or prohibited weapons as defined at FNCG, on school premises, district-sponsored activities or on other property under the jurisdiction of the District at all times. 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 supervisor or call Police and Security Services Dispatch at (214) 932-5627 immediately.

Exception: No violation of this policy shall occur when the possession, display or use of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. The policy does not apply to any employee whose duties authorize or require such employee to be in possession of a firearm, provided that at the time in question such employee is engaged in the performance of such duties. See CKE (LOCAL)

## **Visitors in the Workplace**

*Policy GKC Community Relations – Visitors to the Schools*

<http://pol.tasb.org/Policy/Code/361?filter=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's main office or contact the administrator in charge.

## **Asbestos Management Plan**

*Policy CKA Safety Program/Risk Management – Inspections*

<http://pol.tasb.org/Policy/Code/361?filter=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 by Environmental Services and in the office of each facility administrator and is available for inspection during normal business hours.

## **Pest Control Treatment**

*Policy DI Employee Welfare*

<http://pol.tasb.org/Policy/Code/361?filter=DI>

*Policy CLB Buildings, Grounds, and Equipment Management – Maintenance*

<http://pol.tasb.org/Policy/Code/361?filter=CLB>

The health and safety of all students, visitors, and employees is dependent upon the proper application of chemicals by certified professionals. Dallas ISD is committed to maintaining the highest standards for our educational and working environments by ensuring that the application of all chemicals is only by licensed and certified Environmental Services personnel. To this end, we will maintain our commitment to remain in full compliance with the applicable laws and regulations regarding the proper application of pesticides and insecticides.

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval by the district's Integrated Pest Management (IPM) Coordinator. Any application of pesticide or herbicide must be performed in a manner prescribed by law and the district's IPM program.

## **Notice of Planned Treatment**

A certified applicator or technician shall make available by the first week of school, a pest control information sheet developed under Section 1951.254 to the chief administrator or building manager. The chief administrator or building manager shall notify persons who work in the building of all planned pest control treatments by:

- (1) Posting the sign in an area of common access that building occupants are likely to check on a regular basis, at least 48 hours before each planned treatment; and
- (2) Providing the information sheet to a person working in the building upon request of the person. Individuals requesting in writing to be notified of pesticide applications may

be notified by telephone, written, or electronic methods in accordance with 4 TAC Chapter 7.

(3) Personnel at a school or day-care center shall inform the parent, guardian, or managing conservator of each child attending the school or center, at the time the child is registered, that:

(a) The school or center periodically applies pesticides indoors; and

(b) Information on the application of pesticides is available at the request of the parent, guardian, or managing conservator.

# General Procedures

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## **Inclement Weather**

*Policy CKC Safety Program/Risk Management – Emergency Plans*

<http://pol.tasb.org/Policy/Code/361?filter=CKC>

*Policy DEC Compensation and Benefit - Leaves and Absences*

<http://pol.tasb.org/Policy/Code/361?filter=DEC>

The district may close schools because of inclement weather or emergency conditions. When such conditions exist, the Superintendent of Schools will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school the Communications Department of the district will post the notice on the district's website and shall notify the media so that students, their parents, and employees can make plans accordingly.

## **Emergencies**

*Policy CKC Safety Program/Risk Management – Emergency Plans*

<http://pol.tasb.org/Policy/Code/361?filter=CKC>

*Policy CKD Safety Program/Risk Management – Emergency Medical Equipment and Procedures*

<http://pol.tasb.org/Policy/Code/361?filter=CKD>

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. 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 the procedures for their use.

## **Purchasing Procedures**

*Policy CH Purchasing and Acquisition*

<http://pol.tasb.org/Policy/Code/361?filter=CH>

All requests for purchases must be submitted to district's Purchasing Department, generated through the district's electronic financial system and have the appropriate approvals. Purchase orders will be issued by the Purchasing Department to the awarded vendors for approved requisitions that are generated through the district's electronic financial system and processed against purchase contracts from approved vendors. No purchases, charges, or commitments to buy goods or services for the district can be made without a purchase order. All purchases must be made through the Dallas ISD Purchasing

Department. Using a purchase requisition or purchase order number to place orders without a district issued purchase order is considered an unauthorized purchase and is subject to disciplinary actions including, but not limited to, personal responsibility for the purchase, reporting the unauthorized purchase to the executive chief financial officer, suspension and/or termination. 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 at (972) 925-4100 for additional information on purchasing procedures.

## **Name and Address Changes**

It is important that employment records be kept up to date. Employees may update employment records by using Oracle Self-Service or contacting Human Capital Management when there is a change or correction to their name, home address, telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from Human Capital Management.

## **Personnel Records**

*Policy GBA Public Information Program – Access to Public Information*

<http://pol.tasb.org/Policy/Code/361?filter=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
- Social Security number (not public information)
- Emergency contact information (not public information)
- Information that reveals whether they have family members (not public information)

The choice to allow or not allow public access to this information may be made at the time of hire or by using Oracle Self Service. The information is public until it is made private. Questions concerning the Texas Public Information Act should be directed to the Office of Legal Services at 972-925-3250.

## **Building Use**

*Policy DGA Employee Rights and Privileges – Freedom of Association*

<http://pol.tasb.org/Policy/Code/361?filter=DGA>

*Policy GKD Community Relations – NonSchool Use of School Facilities*

<http://pol.tasb.org/Policy/Code/361?filter=GKD>



Employees, school-support organizations, and non-school support organizations, who wish to use district facilities for non-district related purposes must follow established procedures. The Real Estate and Leasing Services Department is responsible for scheduling the use of facilities. Contact the Real Estate and Leasing Department at (972) 925-5292 to request use of school facilities and to obtain information on associated fees. If you have questions, contact Avery Williams at (972) 925-4130 or [avwillia@dallasisd.org](mailto:avwillia@dallasisd.org) or Orlando Alameda at (972) 925-5142 or [oralameda@dallasisd.org](mailto:oralameda@dallasisd.org) .

# Termination of Employment

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## **Resignations**

*Policy DC Employment Practices*

<http://pol.tasb.org/Policy/Code/361?filter=DC>

*Policy DCD Employment Practices-At-Will Employment*

<http://pol.tasb.org/Policy/Code/361?filter=DCD>

*Policy DFE Termination of Employment – Resignation*

<http://pol.tasb.org/Policy/Code/361?filter=DFE>

## **Contract Employees**

Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation shall be submitted to Human Capital Management. Contract employees may resign at any other time only with the approval of the Superintendent of Schools or the Board of Trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification.

The Superintendent of Schools 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.

## **Noncontract Employees**

Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to Human Capital Management 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**

*Policy DF Termination of Employment*

<http://pol.tasb.org/Policy/Code/361?filter=DF>

*Policy DFAA Probationary Contracts – Suspension/Termination During Contract*

<http://pol.tasb.org/Policy/Code/361?filter=DFAA>

*Policy DFAB Probationary Contracts – Termination at End of Year*

<http://pol.tasb.org/Policy/Code/361?filter=DFAB>

*Policy DFBA Term Contracts – Suspension/Termination During Contract*

<http://pol.tasb.org/Policy/Code/361?filter=DFBA>

*Policy DFBB Term Contracts – Non-Renewal*

<http://pol.tasb.org/Policy/Code/361?filter=DFBB>

*Policy DFD Termination of Employment – Hearings before Hearing Examiner*

<http://pol.tasb.org/Policy/Code/361?filter=DFD>

*Policy DFF Termination of Employment – Reduction in Force*

<http://pol.tasb.org/Policy/Code/361?filter=DFF>

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed 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 timeline and procedures to be followed when a suspension, termination, or nonrenewal 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 can be found in the DF series policies that are provided to employees or are available online

<http://pol.tasb.org/Policy/Code/361?filter=DFAA>.

## **Dismissal of Noncontract Employees**

*Policy DCD Employment Practices – At-Will Employment*

<http://pol.tasb.org/Policy/Code/361?filter=DCD>

Noncontract employees are employed at will and may be dismissed without notice, without a description of the reasons for dismissal, and without a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, gender identity, gender expression, national origin, age, disability, military status, genetic information, and any other basis protected by law, or in retaliation for the exercise of

certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in DGBA (Local) when pursuing the grievance.

## **Exit Interviews and Procedures**

*Policy DC Employment Practices*

<http://pol.tasb.org/Policy/Code/361?filter=DC>

*Policy CY Intellectual Property*

<http://pol.tasb.org/Policy/Code/361?filter=CY>

Exit interviews will be scheduled for all employees leaving the district and the employee will be asked to complete a questionnaire that provides the district with feedback on his or her employment experience. Separating employees must complete an S-54 form and employees are asked to provide the district with a forwarding address and phone number. General retirement and benefits information are included on the S-54 form. The district's benefits administrator(s) will send a COBRA packet to the eligible employees. Employees should review the DallasISD@YourService website for important information about benefits continuation details. Each individual supervisor will collect all district keys, books, property including, intellectual property, and equipment that must be returned upon separation from employment.

## **Reports to The Texas Education Agency**

*Policy DF Termination of Employment*

<http://pol.tasb.org/Policy/Code/361?filter=DF>

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

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual conduct 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 district property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The superintendent is also required to notify TEA when a certified employee resigns and there is evidence that would support a recommendation to terminate employment because of the conduct listed above.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee 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.

## **Reports Concerning Court-Ordered Withholding**

The district is required to report the termination of employees who 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

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## **Equal Educational Opportunities**

*Policy FB Equal Educational Opportunity*

<http://pol.tasb.org/Policy/Code/361?filter=FB>

*Policy FFH Student Welfare – Freedom from Discrimination, Harassment, and Retaliation*

<http://pol.tasb.org/Policy/Code/361?filter=FFH>

*Nondiscrimination Policy*

<http://inet.dallasisd.org/handbooksguidelines/ndiscriminationpolicy.htm>

The Dallas Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, genetic information, or any other basis prohibited by law in educational programs or activities that it operates or in employment decisions. The district is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as board policy not to discriminate in such a manner. (Not all prohibited bases apply to all programs.) If you suspect discrimination please contact: Mary McCants, Title VII or Title IX, at (972) 925-3250; Daphne LaMontagne, Section 504, at (972) 581-4238; or Diedrae Bell-Hunter, Americans with Disabilities Act and Employee Relations at (972) 925-4026. General questions about the district should be directed to Customer Service at (972) 925-5555.

All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent of Schools.

## **Student Records**

*Policy FL Student Records*

<http://pol.tasb.org/Policy/Code/361?filter=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 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

School officials have a legitimate educational interest when they are working with the student; considering disciplinary or academic actions associated with the student's case, or an IEP for a student with disabilities; compiling statistical data, or investigation or evaluating programs.

The district's 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 Students Rights and Responsibilities – Student and Parent Complaints/Grievances*

<http://pol.tasb.org/Policy/Code/361?filter=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 of Trustees has adopted orderly processes for handling complaints on different issues. Any campus office or the Superintendent of Schools 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. If the parent or student did not receive the relief requested at Level Three or if the time for response has expired, the student or parent may appeal to the Board.

## **Administering Medication to Students**

*Policy FFAC Wellness and Health Services – Medical Treatment*

<http://pol.tasb.org/Policy/Code/361?filter=FFAC>

Only prescribed medication by a Texas licensed medical or dental provider may be administered to students by a designated employee. A student who must take any medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Self-administration is limited to 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. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

## **Dietary Supplements**

*Policy DH Employee Standards of Conduct*

<http://pol.tasb.org/Policy/Code/361?filter=DH>

*Policy FFAC Wellness and Health Services – Medical Treatment*

<http://pol.tasb.org/Policy/Code/361?filter=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 Wellness and Health Services – Medical Treatment*

<http://pol.tasb.org/Policy/Code/361?filter=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**

*Policy FN Student Rights and Responsibilities*

<http://pol.tasb.org/Policy/Code/361?filter=FN>

*Policy FO Student Discipline*

<http://pol.tasb.org/Policy/Code/361?filter=FO>

Students are expected to follow 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 who have concerns about a particular student's conduct should contact the classroom teacher or campus principal.



## **Student Attendance**

*Policy FEB Attendance – Attendance Accounting*

<http://pol.tasb.org/Policy/Code/361?filter=FEB>

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the Student Handbook. Contact the campus principal for additional information.

## **Bullying**

*Policy FFI Student Welfare- Freedom From Bullying*

<http://pol.tasb.org/Policy/Code/361?filter=FFI>

All employees are required to report student complaints of bullying to the campus principal or designee. Written reports of bullying should also be forwarded to Counseling Services. The district's policy includes definitions and procedures for reporting and investigating bullying of students.

## **Hazing**

*Policy FNCC Student Conduct – Prohibited Organizations and Hazing*

<http://pol.tasb.org/Policy/Code/361?filter=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 engaging in any form of hazing or, 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.

"Hazing" means any intentional, knowing, or reckless act occurring on or off the campus of an educational institution directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes: 1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity. 2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. 3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. 4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the

mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above. 5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

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