

LEWISVILLE ISD
EMPLOYEE HANDBOOK
2019-2020



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Introduction

The purpose of this handbook is to provide information that will help with LISD employment-related questions and pave the way for a successful year. Suggestions for additions and improvements to this handbook are welcome and may be sent to the LISD Department of Employee Services.

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, it is a guide to and a brief explanation of District policies and procedures relating to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. Not all District policies and procedures are included. Those that are, have been summarized. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. District policies can be accessed online by going to <http://pol.tasb.org/Home/Index/384>

District information

Description of the District

Lewisville Independent School District ranks within the top twenty largest school districts in Texas. Located about 25 miles from downtown Dallas, the communities making up the Lewisville ISD offer many small-town advantages while still being close to a major metropolitan area.

The District encompasses 127 square miles in the southeast portion of Denton County and serves the cities and communities of Lewisville, Flower Mound, The Colony, Highland Village, Double Oak, Copper Canyon, Hebron, the northern portion of Carrollton, and the western portion of Plano, as well as portions of Frisco, Coppell, Grapevine and Argyle.

Student enrollment is over 51,000 for the 2019-2020 school year. Staff members total almost 7,000.

Lewisville ISD is committed to providing an educational climate in which excellence can thrive.

The Lewisville ISD Board of Trustees, administrators, teachers and support staff firmly believe no matter how good our schools are, or how good they have been, they must become even better tomorrow.

Mission Statement

Policy AE

Vision Statement: All of our students enjoy thriving, productive lives in a future they create.

Mission Statement: Students, staff, and community design and implement a learning organization that provides engaging, innovative experiences every day.

Core Beliefs: We believe:

- Every student is uniquely capable and deserves to be challenged each day.
- Uninhibited learning depends on a safe, nurturing, inclusive, and flexible environment.
- An educated citizenry is essential for equal opportunity and a prosperous society.
- Meaningful and relevant work engages students in profound learning.
- Critical thinking and problem-solving today are necessary for students to be equipped for future challenges.
- Genuine transformation requires disruptive innovation.
- Education is the shared responsibility of the community.

Board of Trustees

Policies BA, BB, BD and BE series

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

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

Current board members include:

Katherine Sells	President
Tracy Scott Miller	Vice President
Allison Lassahn	Secretary
Angie Cox	Member
Kristi Hassett	Member
Jenny Proznik	Member
Kronda Thimesch	Member

The board meets regularly at 7:00 P.M. at the Lewisville ISD Administrative Center, 1565 W. Main Street (NW corner of Main Street and Garden Ridge Blvd.), Lewisville 75067. In the event that large attendance is anticipated, the Board may meet at another published location. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted 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 session may occur for such things as discussing prospective gifts or donations, real property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

Board meeting schedule for 2019 - 2020

August 12, 2019
September 9, 2019
October 21, 2019
November 11, 2019
December 9, 2019
January 13, 2020
February 10, 2020
March 9, 2020
April 13, 2020
May 11, 2020
June 8, 2020

Administration

Superintendent of Schools	Dr. Kevin Rogers
Deputy Superintendent	Dr. Lori Rapp
Asst. Superintendent of Employee Services	Dr. Buddy Bonner
Chief Communications Officer	Amanda Brim
Chief Financial Officer	Michael Ball
Chief Schools Officer	Dr. Joe Coburn
Chief Technology Officer	Bryon Kolbeck
General Counsel	Jeff Crownover
Asst. Chief of Schools – High Schools	Andy Plunkett
Asst. Chief of Schools – Middle Schools	Leigh Ann Lewis
Asst. Chief of Schools – Elementary Schools	Rhonda Godbey
Asst. Chief of Schools –Elementary Schools	Lori Litchfield
Executive Director of Accounting	Rosemary Trevino
Executive Director of Assessment	Dr. Sarah Fitzhugh
Executive Director of Career and Technology	Jason Cooper
Executive Director of Elementary Curriculum and Programs	Adrienne Gall
Executive Director of Facilities and Construction	Jason Hughes
Executive Director of Payroll	Jan Arrington
Executive Director of Procurement/Contracts	Craig Martin
Executive Director of Professional Learning	Dr. Shawna Miller
Executive Director of Secondary Curriculum and Programs	Karen Sealy
Executive Director of Special Education	Dr. Kathleen Talbert
Director of Athletics	Tim Ford
Director of Campus Support Services	Kelly Updike
Director of Child Nutrition	Raymond Danilowicz
Director of Construction	Randall Fite
Director of Guidance Services	Monya Crow
Director of Digital Learning	Michele Jacobsen
Director of Facility Services	Shawn Barr
Director of Health Services	Melanie Vincelette

Director of Employee Services	Dr. Janet Hood-Hanchey
Director of Employee Services	Dr. Sharon Heier
Director of Employee Services	Gail Prince
Director of Information Services	David Koonce
Director of Marketing	Bill Lee
Director of Network, Infrastructure & Cyber Security	Chris Langford
Director of Technical Services	Dana Sons
Director of Performing Arts	Amanda Drinkwater
Director of Purchasing	David Lyons
Director of Safety & Security	Matt Garrett
Director of Special Education	Dr. Jennifer Cox
Director of Special Education	Dr. Lisa Davison
Director of Special Education	Michelle Hall
Director of Special Education	Sarah Johnston
Director of Special Education	Dr. Linda Pedersen
Director of Special Education	Trish Ryherd
Director of Special Education	Dr. Carin Shearer
Director of Virtual Learning Academy	Dr. Chris Bigenho
Administrator of Employee Services	Timothy Chaffin
Administrator of Benefits	TBD
Assistant Director of Athletics	Christie Liles
Assistant Director of Athletics	Clay Cody
Assistant Director of Fine Arts	Missey Head

Lewisville ISD Academic Calendar

2019

■ Bad Weather Day
■ First Day of School
■ Holiday
■ Student Holiday / Professional Learning
■ Early Release
■ Teacher Workday
■ Student Holiday / Trade Day
[] Nine Weeks Begins/Ends

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	[15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

2020

First Semester (87 Days)
Second Semester (89 Days)
First 9 Weeks (43 Days) August 13 - October 11
Second 9 Weeks (44 Days) October 15 - December 20
Third 9 Weeks (47 Days) January 7 - March 13
Fourth 9 Weeks (42 Days) March 23 - May 21

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	1	2	3	4	5	6	7	
5	6	[7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	[23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2	1	2	3	4	5	6	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				

HOURS	JULY	NOVEMBER	FEBRUARY
High School School Day: 8:20 a.m. - 3:35 p.m. Early Release: 12:20 p.m.	4 Holiday	25/26 Student Holiday / Teacher Trade Days	17 Student Holiday / Professional Learning
Middle School School Day: 8:55 a.m. - 4:10 p.m. Early Release: 1 p.m.	AUGUST 5-9 Professional Learning 12 Teacher Workday 13 First Day of School	27-29 Holiday: Thanksgiving	MARCH 13 Early Release 16-20 Spring Break
Elementary School School Day: 7:45 a.m. - 3 p.m. Early Release: 11:45 a.m.	SEPTEMBER 2 Holiday	DECEMBER 21-31 Winter Break	APRIL 9 Early Release 10 Holiday 20 Bad Weather Day
	OCTOBER 11 Early Release 14 Holiday	JANUARY 1-3 Winter Break 6 Teacher Workday 7 Students Return 20 Holiday	MAY 22 Bad Weather Day / Workday 25 Holiday

Testing dates are determined by The Texas Education Agency. In the event of a change by the TEA, the LISD calendar may need to be altered.

School Directory

School	Address	City	Zip	Phone	Principal
High Schools					
Flower Mound High School	3411 Peters Colony	Flower Mound	75022	469-713-5192	Chad Russell
Flower Mound High School 9 th	3411-A Peters Colony	Flower Mound	75022	469-713-5999	Jeff Brown
Hebron High School	4207 Plano Pkwy	Carrollton	75010	469-713-5183	Amy Boughton
Hebron 9 th Grade Center	4211 Plano Parkway	Carrollton	75010	469-713-5996	Amanda Werneke
Lewisville High School	1098 West Main St	Lewisville	70567	469-713-5190	Jeff Kajs
LHS Douglas C. Killough Campus	1301 Summit Drive	Lewisville	75077	469-713-5987	Kyndra Tyler
LHS Ben E. Harmon Campus	1250 FM 3040	Lewisville	75067	469-713-5201	Tony Fontana
Marcus High School	5707 Morriss Road	Flower Mound	75028	469-713-5196	Will Skelton
Marcus High School 9 th	5707-A Morriss Road	Flower Mound	75028	469-713-5998	Chantell Upshaw
The Colony High School	4301 Blair Oaks	The Colony	75056	469-713-5178	Timothy Baxter
Career Center East	2553 FM 544	Lewisville	75056	469-713-5211	Adrian Moreno, Director
Dale Jackson Career Center	1597 South Edmonds	Lewisville	75067	469-713-5186	Justin Gilbreath, Director
Lewisville Learning Center	1601 South Edmonds	Lewisville	75067	469-713-5185	Angie Deaton
Night High School	1601 S. Edmonds	Lewisville	75067	469-948-7665	Michael Todd, Assoc Prin.
Virtual Learning Academy	5707 Morriss Road	Flower Mound	75028	972-350-1870	Dr. Chris Bigenho, Director
Middle Schools					
Arbor Creek	2109 Arbor Creek Dr	Carrollton	75010	469-713-5971	Amy Obenhaus
Briarhill	2100 Briarhill Blvd	Highland Village	75077	469-713-5975	Chris Mattingly
Creek Valley	4109 Creek Valley Blvd	Carrollton	75010	469-713-5184	Steffanie Webb
Delay	2103 Savage Lane	Lewisville	75057	469-713-5191	James Baker
Downing	5555 Bridlewood Blvd	Flower Mound	75028	469-713-5962	Curtis Martin
Durham	2075 Edmonds Ln.	Lewisville	75067	469-713-5963	Gary Holt
Forestwood	2810 Morriss Road	Flower Mound	75028	469-713-5972	David Tickner
Griffin	5105 North Colony Blvd	The Colony	75056	469-713-5973	Heather Garrison
Hedrick	1526 Bellaire Blvd	Lewisville	75067	469-713-5188	Barbara Hamric
Huffines	1440 N Valley Pkwy	Lewisville	75077	469-713-5990	Estella Rupard
Killian	2561 FM 544	Lewisville	75057	469-713-5977	Deanne Angonia
Lakeview	4300 Keys Drive	The Colony	75056	469-713-5974	Beri Deister
Lamar	4000 Timber Creek Rd	Flower Mound	75028	469-713-5966	Kristi Casal
McKamy	2401 Old Settlers Rd	Flower Mound	75022	469-713-5991	Kelly Knight
Shadow Ridge	2850 Aberdeen	Flower Mound	75028	469-713-5984	Gary Gibson
Elementary Schools					
Bluebonnet	2000 Spinks Rd	Flower Mound	75028	469-713-5195	Lana Fisher
Bridlewood	4901 Remington Park Dr	Flower Mound	75028	469-713-5193	Robin Block
Camey	4949 Arbor Glen	The Colony	75056	469-713-5951	Angela Cortez
Castle Hills	1025 Holy Grail Dr	Lewisville	75056	469-713-5952	Jaime Clark
Central	400 High School Drive	Lewisville	75057	469-713-5976	Lea Devers
Coyote Ridge	4520 Maumee Drive	Carrollton	75010	469-713-5994	Padgett Cervantes
Creeside	901 Valley View	Lewisville	75067	469-713-5953	Rod McGinnis
Degan	1680 College Pkwy	Lewisville	75067	469-713-5967	Vanessa Stuart
Donald	2400 Forest Vista	Flower Mound	75028	469-713-5198	Michelle Wooten
Ethridge	6001 Ethridge	The Colony	75056	469-713-5954	Tasia Thompson
Flower Mound	4101 Churchill	Flower Mound	75028	469-713-5955	Christine Van Scoyoc

School	Address	City	Zip	Phone	Principal
Forest Vista	900 Forest Vista Dr	Flower Mound	75028	469-713-5194	Dr. Patrick Schott
Garden Ridge	2220 S Garden Ridge Blvd	Flower Mound	75028	469-713-5956	Kelly Roden
Hebron Valley	4108 Creek Valley Blvd	Carrollton	75010	469-713-5182	Tina Krol
Heritage	100 Barnett Blvd	Highland Village	75077	469-713-5985	Toby Maxson
Tom Hicks	3651 Compass Drive	Frisco	75034	469-713-5981	Misty Bevill-Nelson
Highland Village	301 Brazos Blvd	Highland Village	75077	469-713-5957	Leslye Mitchell
Homestead	1830 E Branch Hollow	Carrollton	75007	469-713-5181	Sean Perry
Independence	2511 Windhaven Parkway	Lewisville	75056	469-713-5977	Teddie Winslow
Indian Creek	2050 Arbor Creek Dr	Carrollton	75010	469-713-5180	Lori Sowers
Lakeland	800 Fox Avenue	Lewisville	75067	469-713-5992	Vanesa Asbun
Lewisville	285 W. Country Ridge Rd.	Lewisville	75067	469-713-5995	Lakshmi Valdes
Liberty	4600 Quail Run Rd	Flower Mound	75022	469-713-5958	Tim Greenwell
Lillie J. Jackson Early Childhood Center	1651 Valley Parkway	Lewisville	75067	469-713-5986	Virginia Gwyn
Mill Street	601 S. Mill Street	Lewisville	75067	469-713-5965	Susan Heintzman
McAuliffe	2300 Briarhill Blvd	Highland Village	75077	469-713-5959	Jennifer Mattingly
Morningside	6350 Paige Road	The Colony	75056	469-713-5970	Rita Bacque
Old Settlers	2525 Old Settlers Rd	Flower Mound	75022	469-713-5993	Kelly Hayunga
B. B. Owen	5640 Squires	The Colony	75056	469-713-5950	Jennifer Spitzer
Parkway	2100 S Valley Pkwy	Lewisville	75067	469-713-5979	Valerie Parson
Peters Colony	5101 Nash Drive	The Colony	75056	469-713-5179	Rebecca Chirinos
Polser	1520 Polser Rd	Carrollton	75010	469-713-5978	Lisa Phelps
Prairie Trail	5555 Timber Creek Rd	Flower Mound	75028	469-713-5980	Wendi Vaughn
Rockbrook	2751 Rockbrook Drive	Lewisville	75067	469-713-5968	Patrick Guy
Southridge	495 W Corporate Dr	Lewisville	75067	469-713-5187	Wyvona Ulman
Stewart's Creek	4431 Augusta	The Colony	75056	469-713-5960	Andrea Smith
Timber Creek	1900 Timber Creek Rd	Flower Mound	75028	469-713-5961	Amy Acosta
Valley Ridge	1604 N Garden Ridge Blvd	Lewisville	75077	469-713-5982	Rachel Garrett
Vickery	3301 Wager Road	Flower Mound	75028	469-713-5969	Adam Gray
Wellington	3900 Kenwood Dr	Flower Mound	75022	469-713-5989	Tami Braun

Employment

Equal Employment Opportunity

Policy DAA, DIA

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

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Employee Services.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on the District's Web site (www.lisd.net).

Employment After Retirement

Policy DC

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

Contract and Noncontract Employment

Policy DC series

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

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 also be employed by probationary contract. Probationary contracts are one-year contracts. Generally, 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. However, pursuant to the

District's District of Innovation Plan adopted by the Board, the District may employ a teacher who has been employed as a teacher in public education for at least five of the eight years preceding employment with the District for a second probationary year when needed to benefit the teacher and students served. This action requires principal recommendation, in consultation with the appropriate Employee Services administrator, and consideration and approval by the Superintendent.

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

Term contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the employee's contract and the District's employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online at www.lisd.net or copies will be provided upon request.

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

Support and auxiliary employees. All support and auxiliary 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.

Documentation necessary for employment.

All documentation necessary for the employment of contract employees must be delivered to the District within six weeks of date of hire. Any failure to deliver all documents necessary for employment in the District will result in placement of the employee on long term substitute status with a commensurate reduction in pay until such time that all documentation required is delivered.

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or a 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 Employee Services in a timely manner.

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

Recertification of Employment Authorization

Policy DC

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization.

Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Employee Services if you have any questions regarding reverification of employment authorization.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

The District may conduct searches in the workplace, including but not limited to accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes. *Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places.* In addition, the district reserves the right to conduct searches on District property or at a school-sponsored event when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected work-related violation relates to drug or alcohol use. The district may search the employee, the employee's personal items and work areas, including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business.

Employees required to have a commercial driver's license. Any employee 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, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

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

Employees with questions or concerns relating to alcohol and drug testing and related educational material should contact their supervisor or Employee Services.

Health Safety Training

Policy DBA, 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: 1) first aid, 2) cardiopulmonary resuscitation (CPR), 3) the use of an automated external defibrillator (AED), 4) evaluation, treatment, and oversight of concussions, and 5) 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 Employee Services.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent 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. In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole. 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 after serving three years in the current assignment. Voluntary transfers to another campus shall be for a minimum period of three (3) years on the new campus. 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. In addition, transfers during the school year may be permitted in the case of promotion by title, salary or instructional stipend increase, or increase in number of contract days. All transfer requests will be coordinated by the Department of Employee Services and must be approved by both the sending and receiving supervisor. Any exceptions must be approved by the Superintendent or Assistant Superintendent for Employee Services.

Workload and Work Schedules

Policy DEAB, DK, DL

The employee shall perform the duties of his or her position as prescribed by state law and as may be assigned by the District.

Professional employees. Professional employees and academic administrators are exempt employees under the Fair Labor Standards Act 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 and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation, parent teacher conferences, evaluation of student work and planning. 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 because of a personnel shortage, extreme economic conditions, or an unavoidable or unforeseen circumstance.

General hours for campus professional and office staff are as follows:

Elementary School Professional Hours	7:15 a.m. to 3:45 p.m.
Middle School Professional Hours	8:15 a.m. to 4:45 p.m.
High School Professional Hours	7:30 a.m. to 4:00 p.m.

Principals may amend employee times without lengthening the work day based on campus needs. Professional school personnel shall occasionally be required to work additional duty hours outside those stated above to complete those tasks associated with their positions included but not limited to campus staff meetings, student ARD meetings, open house, and other activities, events, or meetings.

Support employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Support employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. Support employees are not allowed to work from home. See Overtime Compensation on page 23 for additional information.

Breaks for Expression of Breast Milk

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple use bathroom, that is shielded from view and free from intrusion by other employees and the public where the employee can express breast milk will be provided.

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

Notification to Parents Regarding Qualifications

Policies DBA, DK

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

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 notice under ESSA 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 Employee Services.

Outside Employment and Tutoring

Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Potential conflicts of interest may include paid tutoring of District students and such should be disclosed. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

The District expects all instructional staff to make tutorials available to students and parents to ensure academic growth and success. Student tutorials should begin whenever need for remedial learning is necessary and beneficial. Tutorials may be held before school, within the school day, or after school. Students attending tutorial sessions should be those students who are failing a particular subject, or students who need review of a concept or extra help and support. Teachers will document the need for tutorials and attendance at tutorial sessions in their grade book. Parents must be notified at the end of the third week of each nine weeks grading period if their child is failing or danger of failing.

Performance Evaluation

Policy DN Series

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

LEAD Appraisal Calendar School Year 2019-20

The calendar below provides LEAD appraisal dates for the 2019-20 calendar year.

Calendar Dates	Appraisal Event
First Nine Weeks (August 5 to October 11)	<ul style="list-style-type: none"> • Classroom teachers complete Teacher Goal Setting and Reflection in Eduphoria. • Classroom teachers and appraisers conduct Pre-Observation Conference to discuss Teacher Goal Setting and Reflection in Eduphoria. Teacher and appraiser review the cumulative 60 minute classroom observation plan and confirm the Classroom Observation Agreement. • Observation Feedback follows classroom visits.
<i>No classroom observations will be scheduled the day before or after a standardized assessment date.</i>	
Beginning September 9	<ul style="list-style-type: none"> • Classroom observation and Observation Feedback may commence after the third complete week of instruction.
October 11 and October 15	<ul style="list-style-type: none"> • No classroom observation before or after school holiday
Second and Third Nine Weeks (October 15 to March 13)	<ul style="list-style-type: none"> • Classroom observation and Observation Feedback continues. • Teachers and appraisers conduct Mid-Year Goal Progress Checks to discuss progress and attainment.
October 30 to November 1	<ul style="list-style-type: none"> • No classroom observation
November 22 and December 2	<ul style="list-style-type: none"> • No classroom observation before or after school holiday
December 20 and January 7	<ul style="list-style-type: none"> • No classroom observation before or after school holiday
January 17 and January 21	<ul style="list-style-type: none"> • No classroom observation before or after school holiday
February 14 through February 18	<ul style="list-style-type: none"> • No classroom observation before or after school holiday
March 13 and March 23	<ul style="list-style-type: none"> • No classroom observation before or after school holiday
Fourth Nine Weeks (March 23 to May 21)	<ul style="list-style-type: none"> • Classroom teachers complete Reflection Document for Educators due in advance of Goal Attainment Review. • Classroom teachers and appraisers conduct Goal Attainment Review/End of Year Conference to determine goal progress and attainment, review artifacts, complete final appraisal document, and discuss goals for the following year.
April 9 and April 13	<ul style="list-style-type: none"> • No classroom observation before or after school holiday
April 17 and April 21	<ul style="list-style-type: none"> • No classroom observation before or after school holiday
April 30	<ul style="list-style-type: none"> • All appraisal processes must be concluded.

LEAD Appraisal Calendar School Year 2019-20

LEAD Procedural Guidelines

- All classroom teachers will be appraised annually.
- Appraisal observations shall occur in core instructional settings and shall not be conducted in extracurricular assignments.
- Appraisers shall provide teachers all classroom observation feedback forms within 10 school days of the observation.
- Classroom observations shall be announced or unannounced as determined by the teacher and appraiser agreement on the Classroom Observation Agreement form.
- Documentation of anecdotal information will be provided to the classroom teacher within 10 school days of the event being recorded. Any documentation not recorded by the appraiser will be confirmed and verified by the appraiser prior to being provided to the teacher.
- The appraiser and teacher will complete an End of Year Conference via the Goal Attainment Review document no later than 15 school days prior to the last day of student instruction. During Goal Attainment Review, the teacher and appraiser will discuss artifacts, instructional goals, and evaluation of placement on the LEAD appraisal rubric to complete the LEAD appraisal. Afterward, the appraiser will provide the teacher a completed copy of the appraisal within 10 days of the conference.
- Each teacher will be provided an annual appraisal calendar for the current school year.
- The calendar will include all days of the teacher contract period.

Appraisal Responses and Appeals

- Teachers may provide written responses during the evaluative process at the following times:
 - Following receipt of observation feedback,
 - Following receipt of documentation of anecdotal information, and/or
 - Following receipt of the completed LEAD rubric instrument after the End of Year Conference/Goal Attainment Review.
- Any teacher response must be provided to the appraiser within 10 school days of the documented event.
- Teachers may request a second appraisal following receipt of completed observation feedback forms comprising at least 60 minutes of classroom observations.
- Any request for a second appraiser must be provided to the Employee Services department within 10 school days of receiving all completed 60 minute observation feedback forms.
- Second appraisers will be determined by Employee Services from the pool of LEAD appraisers trained by the District.
- The second appraiser will make observations according to the teacher-appraiser Classroom Observation Agreement document not to exceed 60 minutes and as necessary and appropriate to complete observation feedback forms.

Employee Involvement

Policies BQA, BQB

At both the campus and District levels, Lewisville 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 Curriculum, Instruction and Assessment Services.

Professional Learning

Policy DMA

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

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

Administrative and Counseling Internships

Any administrative or counseling internship or hours of observation sought by District employees as part of their completion of an advanced degree must be approved in advance by the Assistant Superintendent for Employee Services.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The District's pay plans are reviewed by the administration each year and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt, paid monthly salaries, and not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation below.*)

Salaries and wages are reviewed annually and adjusted according to the budgeted amounts approved by the Board. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the District's extra-duty pay schedule.

Employees should contact Payroll at 972-350-4736 for more information about the District's pay schedules or Employee Services at 469-948-8032 regarding their own pay. Questions regarding an employee's own pay may also be directed to HRCompensation@lisd.net

Timekeeping

Accurately recording time worked is the responsibility of every hourly employee. Federal and state laws require the District to keep an accurate record of time worked in order to calculate employee pay and benefits. Kronos is the official timekeeping software used by the District to track and document work time. Each employee has the responsibility to clock themselves in and out for accurate timekeeping. Any measure that prohibits the employee from clocking in or out, such as a mechanical failure of Kronos or other computer managed failure, shall be reported to the employee's supervisor immediately.

Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid semi-monthly. An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Questions about your payroll statement should be directed to the Payroll Department at 972-350-4736.

Automatic Payroll Deposit

Lewisville ISD now deposits all compensation directly into employee accounts. Contact the Payroll office at 972-350-4736 for more information about the automatic payroll deposit service.

To enroll or make changes to an employee's automatic payroll deposit, the employee must complete a Direct Deposit form and send it to the Payroll Department. In order to process, the form must be received at least 10 days before the Employee's actual pay date.

For employees who do not provide the Payroll Department with that information at least 10 days before their pay date, an actual check will be generated and will need to be picked up in the Payroll department or the employee may request the paycheck mailed to their home address.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS)
- Federal income tax
- Medicare tax (applicable only to employees hired in this district after March 31, 1986)
- 457(b) FICA Alternative for substitutes & temporary employees
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable
- IRS levies & Chapter 13 garnishments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; higher education savings plans or prepaid tuition programs; and savings deposits. Employees also may request payroll deduction for payment of membership dues to professional organizations. Payments to the following may also be elected as a payroll deduction: Lewisville Education Foundation, Alternative Certification Programs, Lewisville ISD Preschool Program, Extended School Day Program. Salary deductions are automatically made for unauthorized or unpaid leave.

Wage offset or withholding

The District may withhold the paycheck or offset wages in the following situations:

- a. Lewisville ISD may withhold a payroll check until all district issued items have been returned to the District. Such items include, but are not limited to, keys, badges, laptops and other District property assigned to an employee during the term of their employment.
- b. Lewisville ISD has the right to offset wages for overpayment by withholding wages from a payroll check or payments from other monies due an employee while employed, or at the time of their separation from the District.
- c. Lewisville ISD may withhold from an employee's payroll check for any monies due to the district.

Voluntary Retirement Plans – 403(b) and 457(b)

A 403(b) and 457(b) is a tax-deferred investment and savings program for employees of certain tax-exempt employers. It allows employees of non-profit hospitals, educational institutions, and other nonprofit organizations to save and invest for their own retirement.

The 403(b) and 457(b) Plans were established by the federal government to encourage workers to establish retirement savings programs. The name refers to the relevant section in the Internal Revenue Code. These accounts are similar to both 401(k) plans and Individual Retirement Accounts (IRAs). The contribution limits and distribution rules are similar to 401(k) plans. The control of the account remains

with the participant, similar to IRAs. This creates dual responsibility between the employer and the participant for compliance of 403(b) and 457(b) accounts with federal tax rules.

Employees of Lewisville ISD are eligible to participate in both the 403(b) and 457(b) Plans sponsored by Lewisville ISD. Participation is voluntary and no matching of funds is available. For information about the investment options available through the 403(b) or 457(b), please contact the Benefits Office.

Overtime Compensation

Policy DEAB / DEC

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. 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. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.

Overtime is defined by the federal Fair Labor Standards Act 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. Employees who must work beyond their normal schedule but less than 40 hours in a work week will be compensated in straight-time pay. Employees must work more than 40 total hours in a work week to earn overtime compensation. For the purpose of calculating overtime, a work week begins at 12:01 a.m. Monday and ends at midnight Sunday.

Employees will be compensated with direct pay for overtime at time-and-a-half rate, with approval by supervisor.

Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the District and the Internal Revenue Service. Employees must submit receipts to be reimbursed for allowable expenses other than mileage and the approved food allowance.

Health Insurance

Policy CRD

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 not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week (not eligible for the District Contribution)

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

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees via the Benefits website. Employees should contact the LISD Benefits Office for more information at 469-948-8104.

Employee Assistance Program through UnumProvident's LifeBalance Program

UnumProvident's LifeBalance® program is a comprehensive information resource for employees, which provides assistance in managing workplace stress and dealing with personal and family issues ranging from severe to everyday problems. Available to employees and their family members, LifeBalance provides 24-hour access to professional advice. LifeBalance provides information on a wide range of topics/issues, including legal and financial issues, older adult and parenting resources, personal and work-related problems, and all the little things that demand attention each and every day. Services are also provided in Spanish or through simultaneous translation in more than 140 other languages. TTY access is also available. When an employee needs help with work, home, and personal and family issues, UnumProvident's LifeBalance Program is there. And best of all, there is no charge to the employee to use it. One toll-free call to LifeBalance can help employees find or develop solutions to problems. Every call is answered by an experienced, master's-level consultant who can help in a variety of ways. If needed, the telephone consultants can arrange up to three in-person sessions with a counselor at no cost. The phone number is 1-800-854-1446.

Supplemental Insurance Benefits

Policy CRG

At their own expense, employees can enroll in supplemental insurance programs for dental, vision, disability, life or legal insurance. Premiums for these programs are paid by payroll deduction. Employees should contact the Benefits Office for more information at 469-948-8104.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pre-tax basis.

Termination of Health and Supplemental Insurance Benefits

All insurance benefits (health insurance and supplemental insurance benefits) are terminated at the end of the month in which an employee resigns, retires or is terminated, or for which premiums are not paid by the end of the month. However, if an employee works through the end of the school year, then insurance benefits are terminated at the end of the month in which the employee receives his or her last paycheck, except for health insurance, which may be continued through August 31.

Workers' Compensation Insurance

Policy CRE

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related injury or illness. Benefits pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related injuries must be reported immediately to the LISD Benefits Office. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities pursuant to Texas law.

Lewisville ISD has adopted the offset provision allowed by state law. This allows an employee to use a portion of their accrued sick leave benefits (state sick leave, state personal leave, vacation, and local personal leave) to supplement workers' compensation wage benefits up to the employee's regular pre-injury wage. As a result, employees will use any of these leave benefits to make up the difference between their normal weekly wage and the wage paid by workers compensation, including the initial seven days of lost time (state law does not provide for payment of lost wages for the first seven days an employee is unable to work) unless they elect not to use leave benefits.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. 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 Benefits Office.

Texas Teacher Retirement System

Employment that makes a staff member eligible for membership in the Texas Teacher Retirement System (TRS) is:

- regular employment with a single public, state-supported education institution in Texas that is expected to last for a period of 4 ½ months or more,
- for one-half or more of the full-time workload, and
- with compensation paid at a rate comparable to the rate of compensation for other persons employed in similar positions.

TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify Employee Services and the Payroll Department as soon as possible. Information on the application procedures for TRS benefits is available from TRS at: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701, or call

800-223-8778. TRS information is also available on the Web (www.trs.texas.gov). See *Employment after Retirement* in *Employment* section of Employee Handbook for information on restrictions of employment of retirees in Texas public schools.

Compensation for Unused State Sick Leave and State and Local Personal Leave

Policy DEC

All retiring personnel meeting state eligibility requirements for retirement shall be compensated for their accrued sick leave based on the schedule below. The district will only reimburse employees for unused state leave earned during employment with the District. Employees hired prior to the 2003-2004 school year are exempt from this requirement and will be paid for all unused leave.

- Those employees who have 75% or more of their eligible sick leave days remaining shall be compensated for unused sick leave at a rate of 50% of their average daily salary.
- Those employees who have 50-74% of their eligible sick leave days remaining shall be compensated for unused sick leave at a rate of 35% of their average daily salary.
- Those employees who have less than 50% of their eligible sick leave days remaining shall be compensated at the rate of \$40 per day.

All retiring personnel meeting state eligibility requirements for retirement shall be compensated for their accrued local personal leave based on the following schedule:

- Employees who have 75 percent or more of their local personal leave remaining shall receive \$55 per local personal leave day.
- Employees who have 50 to 74 percent of their local personal leave remaining shall receive \$50 per local personal leave day.
- Employees who have less than 50 percent of their local personal leave remaining shall receive \$40 per local personal leave day.

403(b) Accumulated Leave Plan

Lewisville ISD has a 403(b) Accumulated Leave Plan which requires the District to contribute the amount of compensation for unused State and Local Leave in excess of \$45,000 to the plan on behalf of the employee as an employer paid benefit. Please contact the Benefits Office for more information about how this plan works.

Leaves and Absences

Policies DEC, DECA, DECB

The District offers employees paid and unpaid leaves of absence. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should call the Benefits Office for counseling about leave options, continuation of benefits, and communicating with the District.

Leave must be used in half day increments. However, if an employee is taking intermittent family and medical leave, leave shall be recorded in one-hour increments.

The following steps must be taken to request leave:

- Complete a Request for Leave of Absence form and attach appropriate medical documentation.
- Return the completed form to the Benefits office. If a substitute will be required during your period of leave, that can be arranged with the substitute desk while you are in Employee Services.

When you are ready to return from leave, the following steps must be taken:

- Complete the Return From Leave of Absence form.
- Fax the completed Return From Leave of Absence form and your physician's release to return to work to the Benefits Office at 972-350-9359.
- Provide a copy of your Return From Leave of Absence form to your principal or supervisor.

Employees on leave of absence may continue their insurance benefits at their own expense. They are eligible to receive the district contribution toward medical in the following circumstances:

- As long as a paycheck is issued
- If time is worked during that particular month
- During the Family Medical Leave Act (FMLA) approved 12-week time period
- If on FMLA leave at the end of the school year, eligibility continues during the summer months
- If at work on last contract day, eligibility continues during the summer months
- If not working and receiving Workers Compensation benefits

Leave shall be recorded as follows:

1. Leave shall be recorded in half-day increments for all employees.
2. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.
3. If the employee chooses to offset leave against workers' compensation benefits, leave shall be recorded in the amount used.

Order of use: Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

1. Local leave.
2. State sick leave accumulated before the 1995-96 school year.
3. State personal leave.

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee who is absent more than three (3) days because of a personal or family illness or injury must submit a medical certification from a

qualified health care provider confirming the specific dates of the illness or injury, the reason for the illness or injury, and in the case of personal illness or injury, the employee's fitness to return to work.

State and local personal leave is earned on a prorated basis. If an employee leaves the District before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Summer Leave

For employees working all year, summer weeks are compressed into four, ten-hour work days. For Kronos timekeeping, all work time is measured in hours. Any absence during this time accounts for ten hours of leave. Absences for each day of summer leave taken by year-round staff will be recorded in increments of 1.25 days such that 4 summer leave days equals 5 days of the week during the regular term.

During the summer months, the Payroll department will post absences for year-round employees according to the following chart:

One day of leave in a four-day week	1.25 days
Two days of leave in a four-day week	2.5 days
Three days of leave in a four-day week	3.75 days
Four days of leave in a four-day week	5.0 days

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, we ask that employees and health care providers do 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 that an individual or an individual's family member 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.

Availability of Leave at the Beginning of the School Year

Policy DEC

The District shall make paid leave for the current year available for use at the beginning of the school year.

The District shall not approve paid leave for more workdays than have been accumulated in prior years plus those to be earned during the current year. Any absences beyond available paid leave shall result in deductions from the employee's pay.

Absence Reporting Requirements

All employees must report absences from duty through the District's Automated Substitute System and must follow absence reporting requirements of their supervisor. Absences can be reported to the Automated Substitute System either by telephone (1-800-942-3767) or online (lewisville.aesonline.com)

Continuation of Health Insurance

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

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

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of earned personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Nondiscretionary. Leave taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little, if any, advance planning and will be granted to employees in the same manner as state sick leave

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave and will be administered under the following guidelines:

- An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor in advance of the anticipated absence.
- No more than three (3) personal leave days may be taken consecutively without the prior written approval of the building principal/supervisor.
- Discretionary personal leave will be granted on a first-come, first-served basis.
- The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor in determining whether to grant discretionary leave.
- The District will not approve end-of-service use of discretionary personal state or local leave when an employee resigns his or her employment with the District.
- Compensation for personal state and local leave upon retirement will be provided per guidelines found within Board policy DEC (LOCAL).
- Employees taking discretionary leave without approval may be subject to disciplinary action and/or salary deductions.

For all campus staff: Discretionary personal state and/or local leave may *not* be taken during the following times:

1. First week of instruction (August 13 - August 16, 2019);
2. Last week of instruction (May 18 – May 21, 2020);
3. State testing days;
4. A day before or after a school holiday or unused bad weather day; or
5. Professional Learning Days / Teacher Workdays.

All nurses and special education itinerant staff such as speech therapists, occupational therapists, physical therapists, diagnosticians, etc. must present their request for discretionary leave of 3 or more days through the health services director and the special education director respectively.

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

Sick Leave (State Sick Leave Awarded Prior to 1995-1996)

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. Sick leave is coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

Sick leave may be used for the following reasons only:

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

Local Leave

All full-time employees (6 or more hours per day) shall earn three equivalent workdays of local personal leave per school year, concurrently with state personal leave. Unused local personal leave will accumulate (maximum of 50 days) and shall be taken with no loss of pay. All local leave is available at the beginning of the school year. Employees taking discretionary local personal leave without approval will be subject to disciplinary action and salary deductions (see "Discretionary" above)

Hardship Leave

Full-time employees who have exhausted all available leave may request hardship leave. The approved hardship leave shall not exceed 10 equivalent workdays.

The employee may qualify for hardship leave under the following conditions:

- The employee has an illness or disability requiring treatment by a certified health care provider (including pregnancy related disability) that results in the employee's incapacity to perform his or her duty function.
- To care for the employee's spouse, child or parent if the spouse, child or parent has a serious health condition. The maximum number of hardship days available to care for a spouse, child or parent is ten (10) equivalent workdays per school year. Any hardship days granted to an employee for the care of a spouse, child or parent will be deducted from the maximum available per school year.
- For bereavement leave due to the death of a child, spouse, or parent. The maximum number of hardship days available for bereavement due to the death of a child, spouse or parent is five (5) equivalent workdays per school year. Any hardship days granted to an employee for bereavement leave due to the death of a spouse, child or parent will be deducted from the maximum available per school year.

The employee shall be required to provide documentation of the health condition. The documentation shall accompany the request for hardship leave to the Benefits Department and shall identify the beginning leave date and return date. Approval for hardship leave must be granted by the Benefits Department before an employee may access such leave.

When the need for hardship leave is not foreseeable, the employee shall notify the Benefits Department as soon as possible. Under ordinary circumstances, an employee shall provide notice within three working days after learning of the need for hardship leave. Notice may be provided either in person, by

telephone, fax, e-mail, or other electronic means. Hardship leave shall be taken with 50% of daily rate of pay deducted for each day used, whether or not a substitute is employed. Hardship leave shall not be used for any monetary gain, personal travel, or recreational purposes.

Hardship Leave must be requested within 60 days of the absence.

An employee must work a minimum of 18 days during the school year before hardship days will be awarded and have been employed at least 90 days to access hardship leave.

Family and Medical Leave (FML) – General Provisions

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

Leave Entitlements

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

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

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

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

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

Benefits and Protections

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

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

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

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

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

*Special hours of service eligibility requirements apply to airline flight crew employees.

Requesting Leave

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

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

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

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

Employer Responsibilities

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

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

Enforcement

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

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

For additional information:

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

www.wagehour.dol.gov

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

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

Intermittent Leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

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

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (see DECA (LEGAL)).

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

District Contact. Employees that require FML or have questions should contact the Benefits Office Leave Coordinator at 469-948-8073 for details on eligibility, requirements, and limitations.

Military Family Leave Entitlements. An eligible employee whose spouse, son, daughter or parent is on covered active duty or called to covered active duty status may use his or her 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period.

A covered servicemember is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition.”**

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Temporary Disability

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

Full time educators must request approval for temporary disability leave. The leave request must be accompanied by a physician’s statement confirming the full-time educator’s inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days, including holidays and weekends.

If a full-time educator is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board of Trustees. The full-time educator may protest the action and present additional evidence of fitness to work.

When a full-time educator is ready to return to work, the full-time educator’s supervisor and Benefits Department should be notified at least 30 days in advance. The return-to-work notice must

be accompanied by a physician's statement confirming that the full-time educator is able to do the job. Full time educators returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, full time educators will be reinstated at the beginning of the following school year. If a full-time educator is on an extended leave that results in the full time educator receiving a pay-off, the full time educator will be placed on the payroll schedule for payment on the 20th of each month when they return from leave and begin receiving salary.

Workers' Compensation Benefits

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.

An employee receiving workers' compensation wage benefits for a job-related illness or injury will use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or -illness wages unless requesting in writing not to use available leave. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury, and should be immediately reported to the Benefits Department at 469-948-8104.

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

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

Jury Duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service to the Benefits Office and Payroll Department within one week of jury duty attendance. A copy of the jury duty certificate must be provided as the documentation of service in order to be paid for absences recorded.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Other absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Truancy Court Appearances

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

Religious Observance

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

Military Leave

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

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

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact Employee Services for details on eligibility, requirements, and limitations.

An FAQ on military leave is available on the TASB Legal Services Web Site http://www.tasb.org/services/legal/esource/personnel/documents/userra_oct09.pdf

Other Requests for Leave

The District does not offer any other type of leave except those detailed in policy and in the Employee Handbook; all other types of leaves of absence for any reason are discouraged. Professional employees are contracted for days of service as specified in their contracts. Any request for leave not detailed in policy or in the Employee Handbook must be granted by the Superintendent.

Request for Workplace Accommodations

Any request for a workplace accommodation must be submitted to the Leave Coordinator in the Benefits Office. The request must be accompanied by medical documentation which specifies, at a minimum, the following items:

1. Detailed description of the accommodation(s) requested
2. Length of time accommodation(s) are needed

The Benefits Office will work with the employee and the employee's supervisor in an effort to provide the accommodations(s) requested. The request for workplace accommodation(s) must be reasonable and cause no undue hardship to the District in order to be considered.

Absent Without Pay

An employee absent from work must use available paid leave benefits (state, local, hardship, sick leave bank, or vacation) before the employee may be absent without pay. Deductions may occur for unpaid administrative leave or unauthorized discretionary leave.

Requests to Change Type of Leave Used

No changes in reason for absence can be made on absences older than 60 days (for example, to change an absence from a local day used to a state personal day used or vice versa).

Employee Recognition and Communications

Employee Recognition and Appreciation

Policy DJ

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the school district. Employees are recognized at School Board meetings, in the District's publications including media releases, service award and recognition dinners, and through other special events and activities.

District Communications

The Communication/Community Relations Office supports the students, teachers and administration of Lewisville ISD by promoting the District's outstanding achievements. The office is responsible for community and media relations, video production, web development, employee recognition, marketing and communication for the District. In order to keep employees and the community informed, the department utilizes multiple initiatives, including the following:

Media Relations and Public Information

Serves as primary contact for media outlets. All media inquiries should be directed to this department.

Publications

- E-Newsletters and Blogs
- District Bond and Election Information
- Realtor Brochure
- LISD Press Releases
- Academic Calendar
- Boundary Map
- Other special publications

Video Production

Video production for both internal and external communication, highlighting student and staff across the District and communication important information to all stakeholder groups will occur in a variety of vehicles.

Web and Application Development

Develop and maintain online communications through multiple device browsers and applications.

Social Media

Provides training and best practices to campuses on social media usage while maintaining the District social media pages.

Emergency Communication

Keeps the community informed with up-to-date information.

In an emergency situation, the district will use multiple mediums to communicate accurate, consistent information. These methods include: Web Site, Flash E-news, Facebook, Twitter and Sky Alert (School Messenger).

Complaints and Grievances

Policy DGBA

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

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the Board of Trustees.

Any employee who reports a grievance may make an audio-recording of any meeting or proceeding at which the substance of a grievance is investigated or discussed. Any such employee recording may not result in a delay of any timeline provided by the grievance policy and does not require the district to provide equipment for the employee to make the recording.

For ease of reference, the link to the District's policy concerning the process of bringing complaints and grievances is as follows:

[DGBA\(LOCAL\)](#)

Employee Complaint Forms Lewisville ISD has adopted a grievance process for the purpose of resolving employee, student/parent, and public concerns as expediently and efficiently as possible.

Before filing a grievance, and pursuant to LISD Board Policy, the District strongly encourages each individual to attempt to resolve his or her concerns with the applicable campus or department administrator or employee. The District believes it is typically in the best interest of everyone involved to informally resolve concerns if at all possible. Please keep in mind that any applicable timelines for filing a grievance are not affected by an attempt at informal resolution.

However, if an informal resolution is unsuccessful or not appropriate in a particular circumstance, the following is a link to the process by which an individual may file a grievance in LISD:

<https://www.lisd.net/Page/15755>

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

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

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

Dress Code

Policy DH

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

The standards set out herein are intended to promote community values and enhance an orderly educational environment, and shall not be applied to unlawfully infringe on any individual's religious beliefs or protected speech.

- A District employee should serve as a role model, exemplifying high standards of professional appearance, to instill community values and proper grooming and hygiene.
- An employee shall be expected to maintain dress and grooming habits that project a professional image for the employee, school, and District.
- Attire that is provocative, revealing or likely to be distracting is not considered professional or appropriate.
- An employee should not wear outside his or her clothing, or otherwise allow to be visible, any jewelry or similar artifacts that are obscene, distracting, or that may cause disruptions to the

educational environment. An administrator shall have the discretion to determine appropriate attire and grooming and should notify employees when their dress or grooming fails to comply with these standards.

Code of Ethics and Standard Practices for Texas Educators

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 be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

Standard 1.14 The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

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 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, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (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

Policies DH, DIA

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

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate District official. If the campus principal, supervisor or District official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the Superintendent may be made directly to the board.

The link to the District's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is below:

[DIA\(LOCAL\)](#)

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

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

The link to the District's policy that includes definitions and procedures for reporting and investigating harassment of students is below:

[DHB\(LEGAL\)](#)

[FFH\(LOCAL\)](#)

Reporting Suspected Child Abuse

Policy DG, DHB, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §261.001, to a local or state law enforcement agency, Child Protective Services (CPS), or the state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred not later than the 48th hour after the employee first suspects that the child has been or may be abused or neglected. Such a report *must* be made to CPS, and not only law enforcement, if the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child. *State law makes clear that an employee may not delegate to or rely on another person or administrator to make the report.*

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator 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.

In addition to a report to DFPS, law enforcement, or an appropriate state agency, employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are *not* required to report their concern to the principal *before* making a report to DFPS, law enforcement, or the appropriate state agency.

Employees must cooperate with investigators of child abuse and neglect. 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

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at http://bit.ly/lisd_abuse. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused 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. If an employee suspected sexual abuse of a child, he or she is required to follow the procedures described above in *Reporting Suspected Child Abuse*.

Reporting Crime

Policy DG

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

Technology Resources

Policy CQ

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

- Imposes no tangible cost to the district;
- Does not unduly burden the district's computer or network resources; and
- Has no adverse effect on the employee's job performance or on a student's academic performance.

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

Employees are required to abide by the provisions of the acceptable use agreement 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 Bryon Kolbeck, Executive Director of Technology and Information Systems.

Personal Use of Electronic Communications

Policy DH, CQ

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also include 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 communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee shall limit personal use of personal electronic devices to send or receive calls, text messages, pictures, and videos to duty free times; such as before or after work hours and during lunch (if applicable) unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures that would violate the privacy of students, staff and/or parents. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

- Confidentiality of student records. [See Policy FL]
- Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
- Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
- Copyright law [See Policy CY]

- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

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

Use of Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or e-mail address.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- *Electronic communications mean any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, or mobile device. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website or App, including a social media website or App.*
- *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 communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- 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. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
 - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message;
or
 - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district e-mail address.
- 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 account; the employee must create a separate social network account (“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 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 Texas Educators’ Code of Ethics including but not limited to:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records [See Policies CPC and FL]
 - Copyright law [See 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.
- All staff are required to use school mail accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district’s record retention policy.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic 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. The request will be reviewed by Employee Services for approval or denial.

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

An employee must notify Employee Services within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect SBEC rules

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

Alcohol and Drug-Abuse Prevention

Policy DH

Lewisville ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed.

The link to the District's policy regarding employee drug use follows:

[DH \(LOCAL\)](#)

[DI \(LOCAL\)](#)

[DI \(EXHIBIT\)](#)

Tobacco Products and E-Cigarette Use

Policies DH, GKA, FNCD

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

Fraud and Financial Impropriety

Policy CAA

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

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

Nepotism

Policy DBE

District Employees with responsibility for recommending for hire or supervising other District personnel shall not recommend for hire or supervise relatives within the first, second or third degree by blood relationship or marriage relationship.

Individuals related within the first, second, or third degree by blood or marriage relationship who are employed by the District shall be assigned to different schools and/or different departments. At such point in time that two individuals become married while serving on the same campus or in the same department, one of the individuals shall be transferred to another campus or department. The Board authorizes the Superintendent to make exceptions after consulting with the Board.

This policy shall not apply to persons who are employed by the District before September 1, 2003 and who have relatives within the first, second, or third degree by blood relationship or marriage relationship and who are on the same campus or in the same department.

Conflict of Interest

Policy CB, DBD

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

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

An employee with a substantial interest in a business entity or interest in real property must disclose the interest to the District prior to the award of a contract or authorization of payment. This is done by filing an affidavit with the Executive Director of Purchasing. An employee is also considered to have substantial interest if a close family member (e.g., spouse, parent, child, or spouse's parent or child) has a substantial interest.

Similarly, employees are discouraged from serving in any position in a campus based organization or entity as an officer responsible for managing the group's finances.

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement. An employee may not stream movies from his/her personal paid subscription streaming service. The terms of use of many streaming services do not permit the subscriber to share the contents of the service with others. However, if these providers have content covered by a license purchased by the campus, that content can generally be shown in the classroom.

Intellectual Property

Policy CY

As an agent of the District, an employee, including a student employee, shall not have rights to work he or she creates on District time or using District technology resources. The District shall own any work or work product created by a District employee in the course and scope of his or her employment, including the right to obtain copyrights.

If the employee obtains a patent for such work, the employee shall grant a non-exclusive, non-transferable, perpetual, royalty-free, Districtwide license to the District for use of the patented work. A District employee shall own any work or work product produced on his or her own time, away from his or her job and with personal equipment and materials, including the right to obtain patents or copyrights.

A District employee may apply to the Superintendent or designee to use District materials and equipment in his or her creative projects, provided the employee agrees either to grant to the District a non-exclusive, non-transferable, perpetual, royalty-free, District-wide license to use the work, or permits the District to be listed as co-author or co-inventor if the District contribution to the work is substantial. District materials do not include student work, all rights to which are retained by the student.

Upon the termination of any person's association with the District, all permission to possess, receive, or modify the District's intellectual property shall also immediately terminate. All such persons shall return to the District all intellectual property, including but not limited to any copies, no matter how kept or stored, and whether directly or indirectly possessed by such person.

Associations and Political Activities

Policy DGA

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

An individual's employment will not be affected by membership or a decision not to be a member of

any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

Use of District resources, including work time, for political activities is prohibited.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

Charitable Contributions

Policy DG

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

Safety

Policy CK series

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

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

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

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact their principal or supervisor.

Possession of Firearms and Other Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or

portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view.

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 a District administrator immediately.

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office. The District may require a person who enters a District campus to display the person's driver's license or another form of identification containing the person's photograph.

Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building office or contact the administrator in charge.

Asbestos Management Plan

Policy CKA

The District is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of District property. A copy of the District's management plan is kept in the Central Administration office and is available for inspection during normal business hours.

Pest Control Treatment

Policy DI, CLB

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

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

District and Campus Level Planning

Policy BQ

The Board shall ensure that a District improvement plan and improvement plans for each campus are developed, reviewed, and revised annually for the purpose of improving the performance of all students. The Board shall annually approve District and campus performance objectives and shall ensure that the District and campus plans are: 1) mutually supportive to accomplish the identified objectives and 2) at a minimum, support the state goals and objectives under Texas Education Code, Chapter 4.

General Procedures

Employee Identification Number

To safeguard employee identification, Lewisville ISD assigns an employee number (EP number) to every employee. Employees should use this number on all district forms, unless a social security number is required (for example, W-4 or I-9 forms).

A secure EP number look-up can be found at: <https://eplookup.lisd.net/>

Bad Weather Closings

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. The decision to close schools based on inclement weather will be made by 6:30 a.m. When it becomes necessary to open late or to release students early, the following media outlets will be notified by school officials:

School closing decisions are reported to television channels 4 ([KDFW](#)), 5 ([KXAS](#)), 8 ([WFAA](#)), 11 ([KTVT](#)), 23 ([KUVN](#)) and 39 ([KXTX](#)) along with radio stations 820 AM ([WBAP](#)), 100.7 FM ([KWRD](#)), 106.1 FM ([KHKS](#)), 570 AM ([KLIF](#)), 99.5 FM ([KPLX](#)), 1080 AM ([KRLD](#)) and 103.7 ([KVIL](#)). Additionally, this information is posted on the District's website at www.lisd.net.

If needed, late start times due to inclement weather will be communicated via the means listed above.

Emergencies

Policy CKC, CKD

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

Identification/Keyless Access Badges

All employees are required to possess a District issued Identification Badge. All staff will display their District issued identification badge while on campus. Please refer to your campus/department administrator for your guidelines. Keyless access badges are issued only upon approval and request of the campus/department administrator. If a keyless access badge has been lost or stolen, the employee is required to notify Facility Services within 72 hours of when the employee knows or reasonably believes the badge has been lost or stolen. Keyless access badges shall not be shared with other employees, students, or community members to gain access to buildings or facilities. A replacement fee of \$35 is charged to the employee for lost or stolen keyless access badge.

Purchasing Procedures

Policy CH

All requests for purchases are submitted to secretaries and/or bookkeepers as requisitions. Bookkeepers or secretaries will put the requisitions on the Munis request system. After appropriate approvals, a purchase order is issued with necessary signatures. No purchases, charges, or commitments to buy goods or services for the District can be made without a **signed** purchase order. The District will not reimburse employees or assume responsibility for purchases made without a purchase order in place. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Contact your campus secretary or Purchasing Department for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. An employee should change or update his or her address, phone number, e-mail address, emergency contact information, and W-2 delivery method online through Munis Employee Self-Services at <https://selfservice.lisd.net/MSS/login.aspx>. For name changes, the employee must obtain a new social security card and bring it to the Payroll Department. At that time, the employee can complete a name-change form to submit to TRS.

Personnel Records

Policy DBA, GBA

Most District records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal e-mail is confidential and may not be released without the employee's permission. Employees may choose to have the following personal information withheld:

- Home address
- Home phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to hrcompensation@lisd.net. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public until a request to withhold the information is submitted.

Facility Use

Policy DGA, GKD

The Board has chosen to exercise its authority to fix and collect rentals, rates, and charges from students and others for the occupancy or use of the District's gymnasiums, stadiums, or other recreational facilities, in such amounts and in such manner as determined by the Board.

Vehicles

District owned vehicles. All employees driving a District vehicle or using their own vehicle to transport students must have their driving record for the previous three years checked.

Employees are not qualified to operate a Lewisville ISD vehicle if the employee has:

- Three moving violations, three accidents, one DWI, or one BTR (Breath Test Refusal) in the 36 months prior to the driving record check.
- Lost state of Texas driving privileges by reason of revocation, suspension, withdrawal, or denial of license to drive. When the driving license is renewed, the employee may again submit for approval to drive.

Use of personal vehicle for school business. The use of personal vehicles for school business, including the transportation of students, is discouraged. To avoid confusion and to limit the potential liability to the District, with the District will enforce the following guidelines:

- If an employee uses their personal vehicle, the employee's auto insurance is the primary carrier in the event of an accident. The District's auto carrier will be secondary.
- All employees driving a District vehicle or using their own vehicle to transport students must have their driving record checked. A check of the employee's driving record for the past three years will be done.

Employees are prohibited from loaning their personal vehicles to students except in rare circumstances as approved by the District.

Termination of Employment

Resignations

Policy DFE

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

The principal is required to notify the superintendent of an educator's resignation following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency. The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in of the same acts.

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

Dismissal or Nonrenewal of Contract Employees

Policies DF Series

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in District policies. The Board of Trustees may nonrenew or terminate employees' probationary or term contracts at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when 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 time lines and procedures can be found in the DF series of Board policy that is provided to employees or online in electronic format at www.lisd.net.

Dismissal of Noncontract Employees

Policy DCD

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, ethnicity, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*)

Exit Procedures

All employees leaving the District must complete an electronic Resignation Form prior to separating from the District. For information on the continuation of benefits, release of information, and procedures for requesting references, contact the Employee Services or Benefits Department. Separating employees are asked to provide the District with a forwarding address and phone number and may be asked to complete a questionnaire that provides the District with feedback on his or her employment experience.

All District keys, books, property, including intellectual property, and equipment must be returned upon separation from employment. The District may withhold the cost of any unreturned items from the final paycheck.

Reports to Texas Education Agency

Policy DF, DHB

The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence 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 contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of 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 reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- 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

Use of Electronic Signatures

The District utilizes electronic signatures for many of its forms and other documents, including evaluation documents such as a teacher's summative annual appraisal. An electronic signature signifies the employee's consent to sign the form or document in the same manner as a handwritten signature. Prior to submitting some forms or documents, the employee may be required to provide additional personal identifiers in an effort to further authenticate the identity of the employee submitting the electronic signature.

Student Issues

Equal Educational Opportunities

Policy FB, FFH

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

Questions or concerns about discrimination of students on the basis of race, ethnicity, color, religion, sex, or national origin should be directed to Dr. Joe Coburn, Chief Schools Officer. Questions or concerns about discrimination on the basis of a disability should be directed to Dr. Kathy Talbert, Executive Director of Special Education.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

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

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

Parent and Student Complaints

Policy FNG

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

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the campus principal. The formal complaint process provides parents and students with an

opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC

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

Dietary Supplements

Policy DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

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

Bullying is defined by Texas Education Code § 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the campus principal.

The link to the District's policy that includes definitions and procedures for reporting and investigating bullying of students is below:

[FFI\(LOCAL\)](#)

Hazing

Policy FNCC

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

Surveys and Data Collection

Lewisville ISD values input from students. When you determine to survey students as a faculty member in Lewisville ISD, please consider the following:

1. Does the information requested have the potential to increase student learning and/or improve my instructional practice?
2. Have I designed the survey such that student rights to privacy and protection from harm have been ensured?
3. Have I considered the sensitivity of the information being sought to ensure it is developmentally appropriate?
4. Have I discussed the survey with or gained approval from campus and/or administration?

Please review the enumerated items when considering any survey of student interests or information. In the event you have any questions, please contact your campus or departmental supervisor.

APPENDIX I

TITLE II NOTICE OF RIGHTS HANDBOOK

An Explanation of Obligations, Policies and Procedures for Employees and Members of the Public

INDIVIDUALS WITH DISABILITIES

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the District, or be subjected to discrimination by the District. Nor shall the District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g)

DEFINITION

A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District. 42 U.S.C. 12131(2); 28 CFR 35.104

REASONABLE MODIFICATION

The District shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. 28 CFR 35.130(b)(7)

COMMUNICATIONS

The District shall take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by the District. In determining what type of auxiliary aid or service is necessary, the District shall give primary consideration to the requests of the individual with disabilities. 28 CFR 35.160

AUXILIARY AIDS AND SERVICES

"Auxiliary aids and services" includes (1) qualified interpreters, notetakers, transcription services, written materials, assistive listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments, (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments, (3) acquisition or modification of equipment or devices, and (4) other similar services and actions. 28 CFR 35.104

LIMITS OF REQUIRED MODIFICATION

The District is not required to take any action that it can demonstrate would result in a fundamental

alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that compliance with its responsibility to provide effective communication for individuals with disabilities would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the Board after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that conclusion. 28 CFR 35.164

COMPLIANCE COORDINATOR

Name: Buddy Bonner

Position: Assistant Superintendent for Employee Services

Telephone: 469.948.8032

GRIEVANCE PROCESS

A. EMPLOYEES – DISTRICT POLICY DGBA (LOCAL)

This policy provides employees an orderly process for the prompt and equitable resolution of grievances when a concern has not been resolved. The Board intends that, whenever feasible, grievances be resolved at the lowest possible administrative level. This policy shall not be construed to create new or additional rights beyond those granted by Board policy or law.

LEVEL ONE

An employee who has a grievance shall submit the grievance in writing on a form provided by the District with the Office of Legal Services as outlined in Board Policy DGBA (Exhibit). The form must be filed within 15 days of the time the employee first knew or should have known of the event or series of events about which the employee is complaining.

The appropriate administrator shall hold the conference within ten days after receipt of the written or at a time mutually agreeable to both parties. The administrator shall have ten days following the conference within which to respond to the grievance in writing.

LEVEL TWO

If the outcome of the conference at Level One is not to the employee's satisfaction or if the time for a response has expired, the employee may submit an appeal in writing on a form provided by the District with the Office of Legal Services as outlined in Board Policy DGBA (Exhibit) within ten days following receipt of a response or, if no response is received, within ten days of the response deadline.

The appropriate administrator shall hold the conference within ten days after receiving the written request. The administrator shall have ten days following the conference within which to respond.

LEVEL THREE

If the outcome of the conference at Level Two is not to the employee's satisfaction or if the time for a response has expired, the employee may submit an appeal to the Board of Trustees in writing on a form provided by the District with the Office of Legal Services as outlined in Board Policy DGBA (Exhibit) within ten days following receipt of a response or, if no response is received, within ten days of the response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the hearing will be held.

The Superintendent or designee shall provide the Board with copies of the employee's original grievance, all responses, and any written documentation previously submitted by the employee and the administration. The Board is not required to consider documentation not previously submitted or issues not previously presented.

The presiding officer may set reasonable time limits for both parties. The Board shall hear the grievance and may request a response from the administration. The District shall make an audiotape record of the Level Three proceeding before the Board.

The Board shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision before the next regularly scheduled Board meeting, the administration's decision at Level Two is upheld.

B. MEMBERS OF THE PUBLIC DISTRICT - POLICY GF (LOCAL)

Members of the public having complaints regarding the District's policies, procedures, or operations may present their complaints or concerns to the Board after following the procedure defined in this policy. The Board intends that, whenever feasible, complaints shall be resolved at the lowest possible administrative level.

LEVEL ONE

An employee who has a grievance shall submit the grievance in writing on a form provided by the District with the Office of Legal Services as outlined in Board Policy GF (Exhibit). The form must be filed within 15 days of the time the employee first knew or should have known of the event or series of events about which the employee is complaining.

The appropriate administrator shall hold the conference within ten days after receipt of the written or at a time mutually agreeable to both parties. The administrator shall have ten days following the conference within which to respond to the grievance in writing.

LEVEL TWO

If the outcome of the conference at Level One is not to the employee's satisfaction or if the time for a response has expired, the employee may submit an appeal in writing on a form provided by the District with the Office of Legal Services as outlined in Board Policy GF (Exhibit) within ten days following receipt of a response or, if no response is received, within ten days of the response deadline.

The appropriate administrator shall hold the conference within ten days after receiving the written request. The administrator shall have ten days following the conference within which to respond.

LEVEL THREE

If the outcome of the conference at Level Two is not to the employee's satisfaction or if the time for a response has expired, the employee may submit an appeal to the Board of Trustees in writing on a form provided by the District with the Office of Legal Services as outlined in Board Policy GF (Exhibit) within ten days following receipt of a response or, if no response is received, within ten days of the response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the hearing will be held.

The Superintendent or designee shall provide the Board with copies of the employee's original grievance, all responses, and any written documentation previously submitted by the employee and the administration. The Board is not required to consider documentation not previously submitted or issues not previously presented.

The presiding officer may set reasonable time limits for both parties. The Board shall hear the grievance and may request a response from the administration. The District shall make an audiotape record of the Level Three proceeding before the Board.

The Board shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision before the next regularly scheduled Board meeting, the administration's decision at Level Two is upheld.

***For Complete Copies of District Policies DGBA (LOCAL) AND GF (LOCAL), please contact Buddy Bonner, Assistant Superintendent for Employee Services, at 469-948-8032, or access the policies on the District's website at www.lisd.net.**

APPENDIX II

Lewisville ISD Employee Acceptable Use Guidelines for Electronic Communications System

LISD provides technology resources to its employees for educational and administrative purposes. The goal in providing these resources is to promote education excellence in the District's schools by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world. Please note that the Internet is a network of many types of communication and information resources. It is possible that you may run across some material that you find objectionable. While the District will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

APPROPRIATE USES:

1. The account is to be used only for educational and administrative purposes.
2. Information posted through Web 2.0 tools, such as podcasts, blogs, forums, wikis, social networking sites, and other emerging technologies should reflect the District's instructional goals.

EMAIL SIGNATURE:

Employees using the District's email with a district-provided account represent the district in public and private matters. As a representative of the school district your signature line for your email will include your name. Other options you may choose to include in your email signature will be limited to:

1. Phone number
2. School address
3. Fax number
4. School, Campus, District information
5. District vision or mission statement
6. Title, subject area, or grade level
7. Links to instructional sites such as Edmodo, Moodle etc...

CYBER BULLYING:

1. The district, as part of its Internet safety policy, educates both staff and students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
2. Participating in cyber bullying through any digital resource, including social networking websites, chat rooms, forums or blogs is inappropriate use of district resources.

INAPPROPRIATE USES:

1. Using the system for any illegal purpose.
2. Using the system for advertising or selling any item, product or service (whether personal or for a business).
3. Disabling or attempting to disable any Internet filtering device.
4. Encrypting communications to avoid security review.
5. Borrowing someone's account without their permission.
6. Downloading or using copyrighted information without permission from the copyright holder.
7. Intentionally introducing a virus to the computer system.
8. Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
9. Gaining unauthorized access to restricted information or resources.
10. Using district assigned technologies (cell phone, iPad, etc.) to access email or to text while driving.

CONSEQUENCES FOR INAPPROPRIATE USE:

1. Suspension of access to the system
2. Revocation of the computer system account
3. Other disciplinary or legal action, in accordance with the District policies and applicable laws.

EMPLOYEE AGREEMENT:

I understand that my computer use is not private and that the District will monitor my activity on the computer system. I agree to abide by the *Lewisville ISD Employee Acceptable Use Guidelines for Electronic Communications System* and I realize that I am responsible for the monitoring of network use by students under my supervision to ensure compliance with *Student Guidelines for Technology Resources*. I understand that all information that I post on the web through Web 2.0 tools and social networking sites must reflect the district's instructional goals and that I must monitor these resources frequently.

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