



MESQUITE INDEPENDENT SCHOOL DISTRICT

David Vroonland, Ed.D., Superintendent of Schools

Dear MISD Employee:

A key element to a successful organization is that all involved have a clear understanding of the policies and regulations that govern daily operation. In keeping with this practice, this handbook has been updated in accordance with the Texas Association of School Boards (TASB) model to provide quick and easy access to useful information pertaining to employment and related issues.

It should be noted that not all district policies and procedures are included and those that have been were condensed and summarized. This handbook is neither a contract nor a substitute for the District policies that can be accessed electronically via the Mesquite ISD website – www.mesquiteisd.org. Please be advised that the information is subject to change as situations warrant and such changes may supersede, modify or render obsolete any handbook provisions that are not compatible with the change. Specific departments guides may be provided under separate cover.

Of course, no list of rules and procedures can encompass all of our programs and operations and sound professional judgment, ethical decisions and effective communication remain of utmost importance. Should you have any questions about any phase of the school district operation, please seek further clarification from your supervisor.

Best wishes as you contribute to *Excellence Always* in the Mesquite Independent School District.

Sincerely,

David Vroonland, Ed.D.
Superintendent

3819 Towne Crossing Blvd
Mesquite, TX 75150

972-288-6411
www.mesquiteisd.org

Angel Rivera, Ed.D.
Deputy Superintendent

Mike Jasso
Assistant Superintendent

Leslie Feinglas, Ed.D.
Assistant Superintendent

Peter Pape
Assistant Superintendent

Jennifer Hammett, Ed.D.
Assistant Superintendent

Mary Randall
Assistant Superintendent

MESQUITE ISD

2021–2022 Employee Handbook

If you have difficulty accessing the information in this document because of a disability, please contact the Communications Department (wortiz@mesquiteisd.org)



**MESQUITE INDEPENDENT
SCHOOL DISTRICT**

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Employee Handbook Receipt

Name _____

Campus/Department _____

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

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

It should be noted that the most current/prevaling version of the handbook can be accessed electronically on the web at Employee Handbook. (<https://www.mesquiteisd.org/staff-page>)

Please indicate your choice by checking the appropriate box below:

- ☐ I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- ☐ I choose to receive a hard copy of the employee handbook and understand I am required to contact Personnel Services (Monica Garcia) to obtain a hard copy.

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

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

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

Signature

Date

Please sign and date this receipt and forward it to your building principal or department supervisor.

Introduction

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

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 related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at <https://pol.tasb.org/Home/Index/369>.



District Information

Description of the District



Mesquite ISD encompasses an area of approximately 60 square miles along either side of Interstate 635 in east Dallas County. It draws from the communities of Mesquite, Garland and Balch Springs as well as areas of Dallas. The district serves nearly 39,000 students on 49 campuses.

Vision: Excellence Always

Mission: The mission of Mesquite ISD is to develop an inspiring and innovative learning community that educates and empowers students to pursue excellence.

Beliefs:

Each student holds unique value and infinite promise.

Experiences that foster collaboration, communication, curiosity, and contextual learning prepare students for a competitive workforce.

Our democracy depends on educational experiences that develop responsible citizens.

MISD employees form a passionate learning family committed to professional growth.

A diverse and involved community positively impacts our students.

Strategic Objectives:

1. Teaching and Learning: Every learning environment will be conducive to innovative instruction and meet the social, emotional and academic needs of our students and teachers.

2. Early Literacy: Every student will read on grade level by 3rd grade.

3. Human Resources: Create a culture of excellence by maximizing human capital.

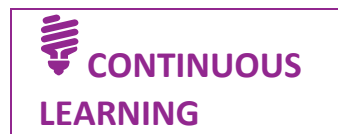
4. Funding and Finance: Maximize financial resources to further the mission of MISD.

5. Facilities: Design, create and sustain innovative and adaptable space solutions that meet changing enrollment and learning needs.

6. Community Engagement: Promote community participation in every MISD campus.

7. Communications: Communication will be effectively fostered between the District and the community.

Core Values:

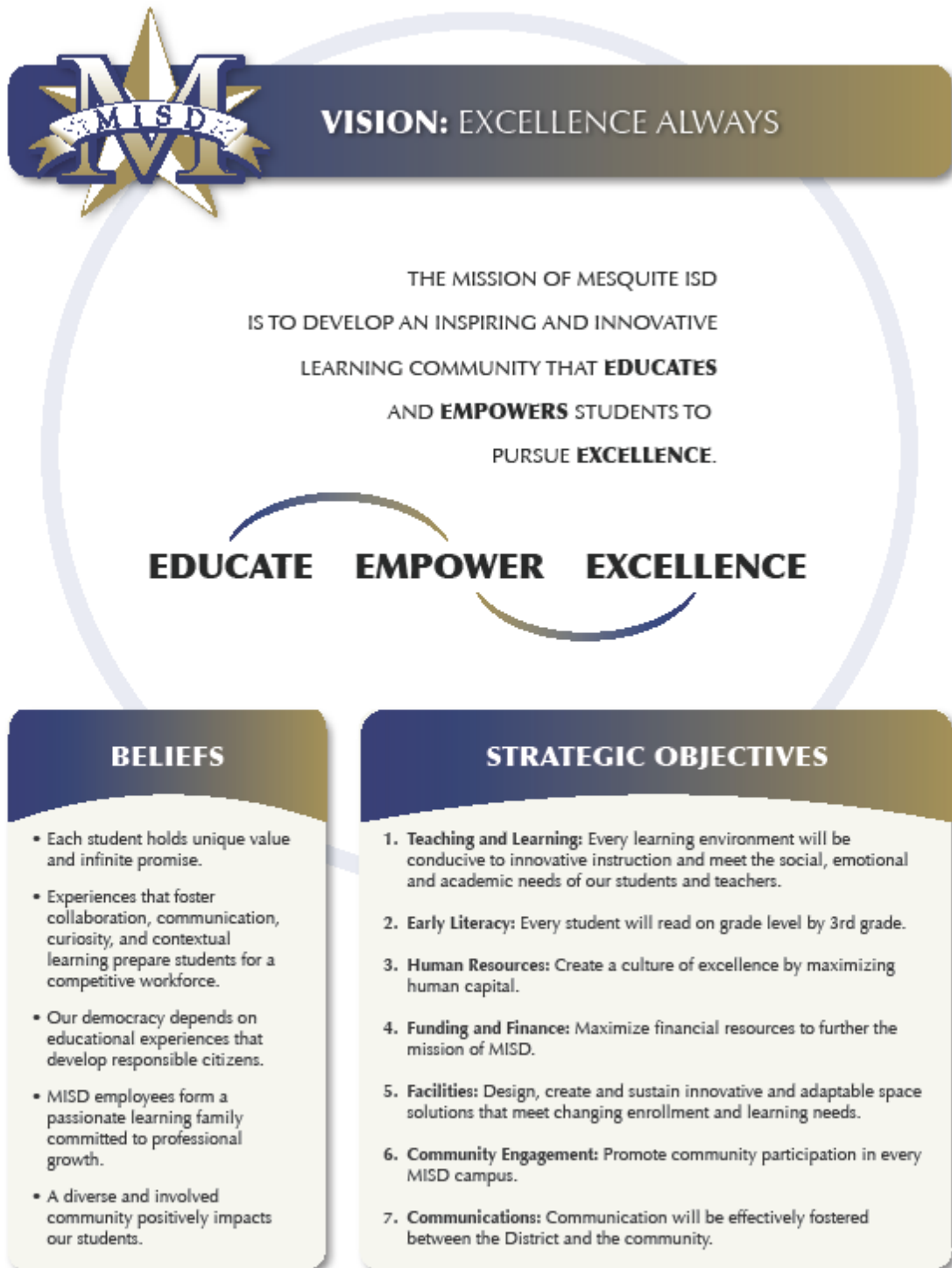


Mesquite ISD Employee Handbook
Revised August 2021



Mission Statement, Goals, and Objectives

Policy AE



Board of Trustees

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

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, 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 laws 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 by place and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Teia Collier, Place 1
- Eddie Rose, Place 2, Board President
- Gary Bingham, Place 3
- Greg Everett, Place 4, Vice President
- Robert Seward, Place 5
- Elaine Whitlock, Place 6, Secretary
- Kevin Carbo, Place 7

The board usually meets the second Monday of each month at the MISD Board Room, K. David Belt Building, 3819 Towne Crossing Blvd. In the event that large attendance is anticipated, the board may meet in the Vision Room(s) - same location across the hall. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website (www.mesquiteisd.org/school_board/agendas) and at the Administration/Belt Building located at 3819 Towne Crossing Blvd., 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 one-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 consulting with attorneys regarding pending litigation.

Board Meeting Schedule

August 9, 2021

September 13, 2021

October 4, 2021 (* School Holiday – October 11)

November 8, 2021

December 13, 2021

January 10, 2022

February 14, 2022

March 7, 2022 (Spring Break – March 14-18)

April 11, 2022

May 9, 2022

June 13, 2022



Administration

Dr. David Vroonland, Superintendent

Pete Pape, Assistant Superintendent for Business Services

Mary Randall, Assistant Superintendent for Personnel Services

Mike Jasso, Assistant Superintendent for Administrative Services

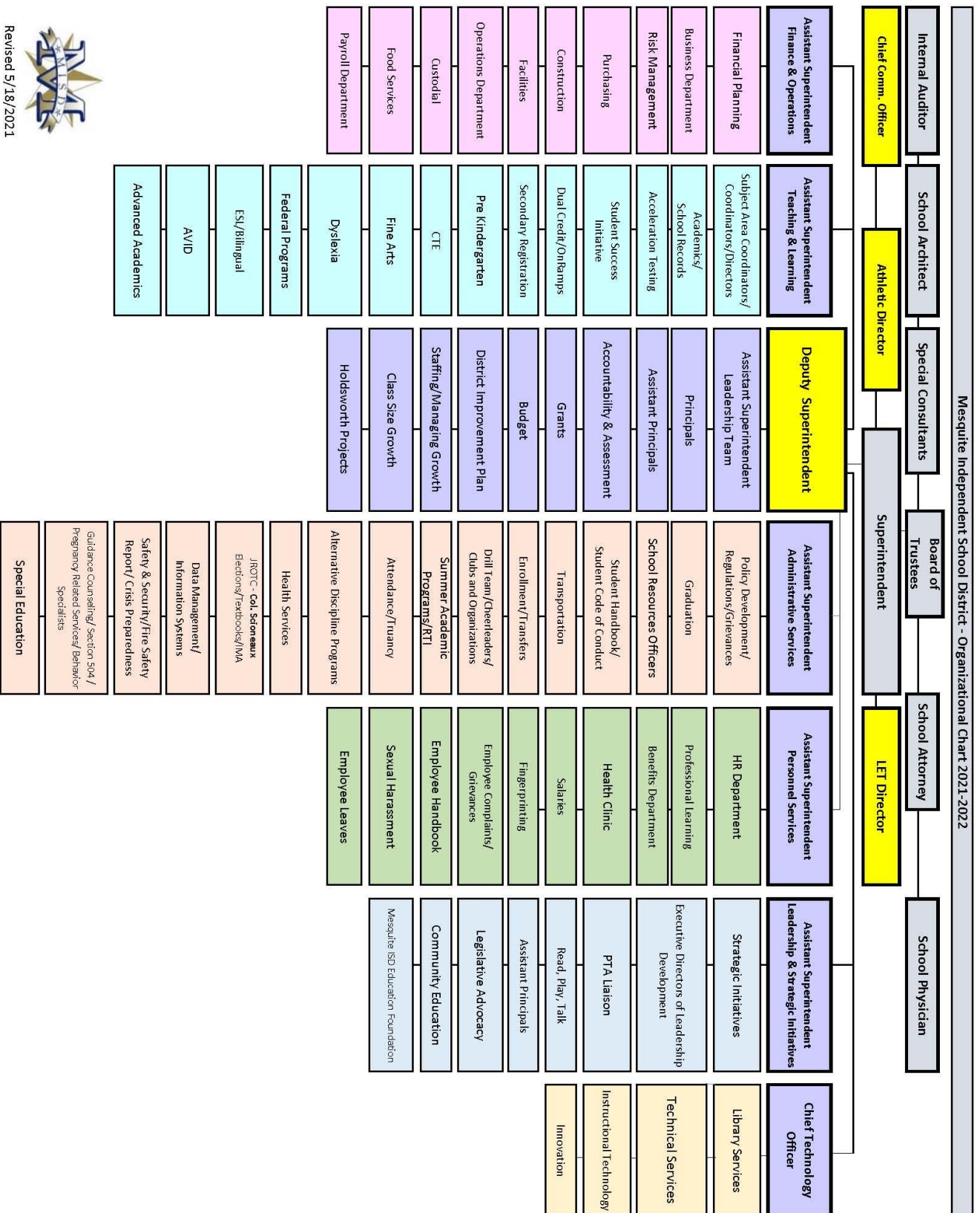
Dr. Leslie Feinglas, Assistant Superintendent for Leadership & Strategic Initiatives

Dr. Jennifer Hammett Assistant Superintendent for Teaching and Learning

Dr. Angel Rivera, Deputy Superintendent

Laura Jobe, Chief Communication Officer





Revised 5/18/2021



School Calendar

MESQUITE INDEPENDENT SCHOOL DISTRICT

2021-2022 SCHOOL CALENDAR

PROFESSIONAL LEARNING

HOLIDAY

NEW HIRE PROF. LEARNING

SUMMER HOURS/CLOSED FRIDAYS

▲ EARLY RELEASE HIGH SCHOOLS

▲ EARLY RELEASE ALL SCHOOLS

END OF GRADING PERIOD

BOLD DATES = A DAYS

JULY						AUGUST						SEPTEMBER						OCTOBER					
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F	
				1	2	2	3	4	5	6				1	2	3						1	
5	6	7	8	9		9	10	★	12	13		6	7	8	9	10		4	5	6	7	8	
12	13	14	15	16		16	17	18	19	20		13	14	15	16	17		11	12	13	14	15	
19	20	21	22	23		23	24	25	26	27		20	21	22	23	24		18	19	20	21	22	
26	27	28	29	30		30	31					27	28	29	30			25	26	27	28	29	

NOVEMBER						DECEMBER						JANUARY						FEBRUARY					
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F	
1	2	3	4	5				1	2	3		3	4	5	6	7			1	2	3	4	
8	9	10	11	12		6	7	8	9	10		10	11	12	13	14		7	8	9	10	11	
15	16	17	18	19		13	14	15	16	17		17	18	19	20	21		14	15	16	17	18	
22*	23*	24	25	26		20	21	22	23	24		24	25	26	27	28		21	22	23	24	25	
29	30					27	28	29	30	31		31						28					

MARCH						APRIL						MAY						JUNE					
M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F	
		1	2	3	4					1		2	3	4	5	6				1	2	3	
7	8	9	10	11		4	5	6	7	8		9	10	11	12	13		6	7	8	9	10	
14	15	16	17	18		11	12	13	14	15		16	17	18	19	20		13	14	15	16	17	
21	22	23	24	25		18*	19	20	21	22		23	24	25	26	27		20	21	22	23	24	
28	29	30	31			25	26	27	28	29		30	31					27	28	29	30		

IMPORTANT DATES

<p>INDEPENDENCE DAY HOLIDAY JULY 5</p> <p>NEW HIRE PROFESSIONAL LEARNING JULY 26-29</p> <p>PROFESSIONAL LEARNING AUGUST 3-10</p> <p>FIRST DAY OF SCHOOL AUGUST 11</p> <p>LABOR DAY HOLIDAY SEPTEMBER 6</p> <p>PROFESSIONAL LEARNING SEPTEMBER 27-28</p> <p>FALL BREAK OCTOBER 11-12</p> <p>PROFESSIONAL LEARNING NOVEMBER 1-2</p> <p>THANKSGIVING BREAK NOVEMBER 22-26</p> <p>EARLY RELEASE HIGH SCHOOL DECEMBER 16</p> <p>EARLY RELEASE ALL CAMPUSES DECEMBER 17</p> <p>WINTER BREAK DECEMBER 20-31</p>	<p>PROFESSIONAL LEARNING JANUARY 3</p> <p>MLK JR. HOLIDAY JANUARY 17</p> <p>PROFESSIONAL LEARNING FEBRUARY 21</p> <p>SPRING BREAK MARCH 14-18</p> <p>DISTRICT HOLIDAY APRIL 15</p> <p>1st BAD WEATHER MAKE-UP DAY MAY 26</p> <p>2nd BAD WEATHER MAKE-UP DAY APRIL 18</p> <p>EARLY RELEASE HIGH SCHOOL MAY 24</p> <p>EARLY RELEASE ALL CAMPUSES MAY 25</p> <p>PROFESSIONAL LEARNING MAY 26</p> <p>MEMORIAL DAY HOLIDAY MAY 30</p> <p>GRADUATION FOR MHS, WMHS, JHHS JUNE 4</p> <p>GRADUATION FOR NMHS, PHS JUNE 5</p>
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SCHOOL HOURS

PRE-K (3-YEAR-OLDS) 7:45 AM-10:55 AM or 11:55 AM-3:05 PM

ELEM./ 4-YEAR-OLD PRE-K 7:55 AM-3:05 PM

MIDDLE SCHOOL 8:25 AM-3:35 PM

HIGH SCHOOL 8:45 AM-3:55 PM

EARLY RELEASE TIMES

ELEMENTARY 12:25 PM

MIDDLE SCHOOL 12:55 PM

HIGH SCHOOL 1:15 PM

*NOV 22 & 23 ARE WORKDAYS FOR 226-CONTRACT EMPLOYEES.

REVISED 3.22.21

@MesquiteISD TX

MESQUITEISD.ORG

Helpful Contacts

MISD Central Office & Service Center Telephone Extension

Revised as of August 18, 2021

A		F		L			
7757	Almanza, Nancy	5554	Facilities Management	5589	Landin, Emily	7466	Randall, Mary
3530	Allen, Linda	7348	Farley, Leigh	7505	LaPlante, Jennifer	5277	READ/PLAY/TALK
7462	Amador, Maribel	8731	Faust, Jennifer	7312	Law, Rochelle	8754	Reyna, Ady
7300	Andre, Steve	7396	Feinglas, Leslie	7445	Lemmond, Jill	7338	Rice, Billisha
7400 Athletics		8771	Ferguson, Sarah	7513	Lewallyn, Randy	7357	Riddick, Orlando
7328	Austin, Alesia	7780	Ferrin, Rhonda	7438	Lewis, Jeremy	7447	Rimler, Liz
B		7405	Fernandez, Elizabeth	7428	Libby, Aaron	5561 Risk Management	
7350	Bailey, Andrea	7727	Figert, Alex	5548 Library Services		7371	Rivera, Angel
8779	Bailey, Lori	5500 Food Service		5543	Linscott, Sherri	7427	Roberts, Janis
8735	Baker, Marsha	7304	Foster, Sandra	7336	Lopez, Maricela	5522	Robinson, Craig
7552	Banister, Nicole	5457	Frias, Lori	7788	Lough, Lorie	3680	Rusk, Emily
7442	Barber, Laura	7352	Fritsche, Kyle	7461	Loza, Angie	S	
7324	Barber, Sharon	5463	Fuentes, Thelma	M		7402	Salazar, Rebecca
7376	Barbour, Debbie	7375	Fulenwider, Kelly	7324 Mailroom		7311	Samples, Linda
7325	Barker, Christopher	G		7551	Mapengo, Teri	7215	Sanchez, Diana
8757	Barnes, Connie	7401	Gadsden, James	5546	Marcor, Hilda	7315	Sanford, Larry
5432	Barnett, Robert	7347	Garcia, Monica	7458	Martin, Jennifer	7516	Sarpy, Gerald
7752	Barnhill, Leslie	7320	George, Diana	7567	Martinez, Mary	5581 Science Resource Center	
5516	Barron, Brenda	7598	Giles, Keawe	5496	Maxwell, Teri	5411	Scioneaux, Steven COL
7317	Bazan, Yvonne	7322	Gilmore, Elisha	5475	Mayad, Valarie	8723	Schulgen, Susan
7210 BEES		5572	Glenn, J. Brooke	7448	McAda, Donna	5554	Scott, Tina
7359 Benefits		7378	Gonzalez, Brenda	7470	McBee, Nicole	5463	Shepherd, Joanna
7392	Bingham, Kim	7453	Gonzalez, Sandra	5583	McClusky, Brenda	7441	Sherill, Pam
7407	Blackwell, John	7777	Goodson, Angela	7482	McColley, John	7489	Simmons, Felicia
7476	Brantley, Rebekah	7321	Goodson, Susan	7553	McCollum, Margaret	5557	Simmons, Lyn
7560	Brooks, Peggy	8729	Gordon, Heidi	5540	McDaniels, Sherry	5502	Singleton, Bobbie
7456	Brown, Della	7506	Goss, Charlene	5504 MEA Office		7491	Smeltzer, Yvonne
7431	Brown, Kelly	7306	Greeson, Donita	5503 (MEA) President		7412	Smith, Sabreana
7373	Brown, Reyna	7507	Gregory, Kristie	7120 MEHC (Clinic)		5450 Spanish Line	
5545	Burks, Kelly	7314	Grimes, Gary	7121 MEHC (Clinic Fax)		7700 Special Education	
7337	Burrow, Dale	7380	Groves, Kody	7723	Merfeld, Megan	7325 Special Services	
C		8782	Gulley, LaDonna	5482	Miller, Andrea	7393 Staff Development	
7388	Cain, Matt	H		5588	Miller, George	5407	Stafford, Vickie
8704	Calcote, Keshelia	7339	Haddock, Kellie	7351	Mobley, Jennifer	5525	Stewart, Lark
7503	Campbell, John	7377	Hammitt, Jennifer	7436	Morin, Maranda	8721	Stoker, Sheldon
7465	Camp, Tammy	5534	Hartgraves, Troy	7509	Morris, Jennifer	T	
7779	Carman, Sue	7413	Hatley, Wendi	7387	Morris, Taylor	7485	Tanton, Debi
7703	Carpenter, Stacy	7777	Help Desk	N		7538	Taylor, Angela
8762	Castle, Ryan	7459	Hennigh, Brittney	7313	Naylor, Trace	7726	Taylor, Bill
7340	Chapman, Danny	7759	Hernandez, Brenda	7342	Nester, Mark	7390	Taylor, Kathy
7319	Cheek, Faith	7370	Hernandez, Erica	7353	Nichols, Tara	5444 Technical Services	
7395	Christian, Jana	8725	Hill, Sheila	7346	Norwood, Daniel	7328 Textbooks	
7404 Communications		7492	Hill, Travis	O		7335	Titsworth, Heather
5277 Community Education		8705	Hite, Sherry	7423	O'Dell, Becky	7430	Tolentino, Natalie
7429 Conf. Rm. (Curr. 1st Floor)		7331	Hogg, Diane	7404	Ortiz, Wendy	3430	Tompkins, Lyn
7307 Conf. Rm. (Curr. 2nd Floor)		5555	Hogue, Linda	7414	Oliver, Andrea	7550 Transportation	
5555	Copeland, Pam	7372	Hogue, Sandra	5464	Oliver, Debbie	7468	Trevino, Camen
5556	Coppedge, Sharilyn	7566	Hokanson, Brian	7210	Ortega, Abby	5424	Tschoerner, Harry
7432	Cottles, Clay	7362	Holcomb, Kyle	7495	Owens, Bobbie	8703	Tubbs, Alissa
5561	Courson, Cheryl	5544	Hooten, Darci	5505	Owens, Scott	8747	Turner, Brianna
7599	Craig, Terri	7333	Huckaby, James	P		7455	Turnigan-Pricer, Jean
7726	Cundiff, Blake	I		7702	Padilla, Maria	V	
D		7495 Information Systems		7773	Palmer, Paula	7349	Valenciano, Stephanie
7539	Davis, Kristin	5496 Instructional Technology		7409	Pape, Pete	7444	Valenzuela, Michelle
7400	Davis, Karen	7394	Ivey, Jennifer	7709	Paris, Lindsay	7361	Villafana, Alexa
7360	Davis, Kristy	J		7305	Parks, Bob	7356	Vroonland, David
8710 Deaf Education		7479	Jackson, Cara	7322 Payroll		W	
8706	Deaton, Amy	7341	Jasso, Mike	7504	Perkins, Bruce	7439	Walters, Tikka
7497	Dechant, Tracey	7381	Jennings, Cindy	7368 Personnel		7369	Weeks, Russ
7796	Diaz, Liz	7406	Jobe, Laura	7125 Pharmacy		7344	Wesley, Anne
7355	Dossey, Macey	7368	Johnson, Jennifer M.	7308	Pichardo, Laura	5514	Williams, Josiah
7359	Duncan, Renee	7310	Jones, Donna	7756 Planetarium		5487	Willie, Chassordee
7473	Duran, Emilio	K		7419	Pool, Don	7379	Willis, Keich
E		7449	King, Lane	7469	Porter, Lisa	5462	Wilson, Jan
7513	Education Foundation	5571	Kinsworthy, Tim	8726	Portillo, Carolina	7318	Womack, Cathy
7435	Edwards, Lesley	7560 KEOM		7326	Prine, Kim	7316	Wommack, Renee
7386	Edwards, Susan	5414	Knight, John	7326 Print Shop		7450	Woodard, Mary
7360 Electronic Media		7367	Komah, Debbie	7366	Pruitt, Kathy	Y	
7122	Enwin, Pam	7374	Krajca, Kristi	5542 Purchasing		8769	Yates, Woody
5568	Ethiogu, Victoria	7358	Kuban, Mark	R		Z	
7389	Everson, Janet			7496	Ramirez, Jesse	5575	Zeller, Tammy
				7330	Ramos, Yvonne	5541	Zwinski, Eric

School Directory

*Employee PK		Mesquite Independent School District 2021-2022 Elementary Schools (33 Elem)					Revised 8/5/2021	
School and number		Phone	Principal/Assistant		Secretary		Address	Fax
Achziger-132	PK-5	972 290-4180	Robin Cathcart	4184	Jannes North	4183	3300 Ridge Ranch Road	290-4190
	BPK-5		Carol Nedd	4185			Mesquite, TX 75181	
GS	Emp PK		Danielle Spencer	4195				
Austin-125	PK-5	972 882-7220	Dr. Jonathan Royle	7224	Debbie Buchanan	7221	3020 Poteet Drive	882-7225
BP			Jennie Freeman	7223			Mesquite TX 75150	
Beasley-119	PK-5	972 882-5160	Kelly McCollom	5162	Michelle Mercado	5164	919 Green Canyon	882-5161
BP	Emp PK		Kristina Barrington	5163			Mesquite, TX 75150	
Black-101	PK-5	972 882-7240	Darla Franklin	7241	Wanda Bailey	7253	328 E. Newsom	882-7250
JL	BPK-5		Janie McGaughey	7242			Mesquite, TX 75149	
Cannaday-124	PK-5	972 882-5060	Dr. Lauren Chism	5061	Michelle Rattan	5068	2701 Chisolm Trail	882-5070
BP	BPK-5		Miniam Rodriguez	5062			Mesquite, TX 75150	
Florence-102	PK-5	972 290-4080	Maria Franco	4090	Cynthia Pavon	4082	4600 Ashwood Drive	290-4088
KG	BPK-5		Robyn Leslie	4091			Mesquite, TX 75150	
Floyd-116	PK-5	972 882-7100	Christina Alvarez	7101	Shirley Gentry	7103	3025 Hickory Tree	882-7110
CG	BPK-5		Emily Cook	7102			Balch Springs, TX 75180	
Galloway-103	PK-5	972 882-5101	April Sarpy	5107	Blanca Luna	5116	200 Clary Drive	882-5110
CG	BPK-5		Courtney Cross	5105			Mesquite, TX 75149	
Gentry-130	PK-5	972 290-4140	RaShunda Price	4144	Heather Manning	4141	1901 Twin Oaks Dr.	290-4150
GS	BPK-5		Camilla Ferguson	4146			Mesquite, TX 75181	
Gray-128	PK-5	972 882-7280	Keshia LaVergne	7281	Brenda Gillard	7297	3500 Pioneer Rd.	882-7288
CG	BPK-5		Alyce Quesenberry	7282			Balch Springs, TX	
Hanby-104	PK-5	972 882-5040	Jessica Eaton	5053	Cassie Sellers	5041	480 Gross Road	882-5050
JL	BPK-5		Chrissy Cormier	5059			Mesquite, TX 75149	
Henrie-133	PK-5	972 290-4200	Liz Felton	4201	Dennis Allen	4203	253 West Lawson Road	290-4210
	BPK-5		Carissa Williams	4212			Dallas, TX 75253	
GS	BPK3		Stacy Cunningham	4202	Quest/Jamie Bustillo	4217		
Hodges-105	PK-5	972 290-4040	Dr. Kim Broadway	4043	Melissa Donahoe	4042	14401 Spring Oaks Dr.	290-4046
CG	BPK-5		Candece Hanson	4044			Balch Springs, TX 75180	
Kimball-122	PK-5	972 290-4120	Stacy Sheffield	4125	Linda Lingerfelt	4121	4010 Corvett Way	290-4130
BP							Mesquite, TX 75150	
Lawrence-115	PK-5	972 882-7000	Dr. RoShanda Jenkins	7002	Zaira Lopez	7012	3811 Richman	882-7010
KG	BK-5		Brian Torres	7003			Mesquite, TX 75150	
Mackey-131	PK-5	972 290-4160	Lynne Noe	4164	Kris Newman	4162	14900 N Spring Ridge Cir.	290-4179
GS	BPK-5		Julia Graham-Chapman	4165			Balch Springs, TX 75180	
McKenzie-118	PK-5	972 882-5140	Suzanne Langston	5150	Tara Carpenter	5141	3535 Stephens Green	882-5151
KG	BK-5		Jasly Varguense	5143			Mesquite, TX 75150	
McWhorter-106	PK-5	972 882-7020	Tammi Froning	7024	Norma Tome	7034	1700 Hickory Tree	882-7030
CG	BPK-5		Suzanne Fields	7023			Mesquite, TX 75149	
Moss-126	PK-5	972 882-7130	Michael Pierotti	7131	Sharon	7145	1208 New Market	882-7146
JL			Jennifer Keltner	7133	Hutcheson		Mesquite, TX 75149	
Motley-107	PK-5	972 882-5080	Dr. Shawna DeLamar	5081	Laura Bucio	5082	3719 Moon Drive	882-5090
KG	BPK-5		Raquel Flores	5085			Mesquite, TX 75150	
Pirrung-123	PK-5	972 882-7170	Paige Brison	7172	Carolyn	7184	1500 Creek Valley	882-7189
GS			Amanda Snyder	7173	Haarsager		Mesquite, TX 75181	
Porter-117	K-5	972 290-4000	LeeAnn Englert	4005	Kristina Ivy	4001	517 Via Avenida	290-4004
BP	BPK-5		Richard Dulworth	4002			Mesquite, TX 75150	
Price-120	PK-5	972 290-4100	Ashley Goodwin	4104	Lorena Ontiveros	4102	630 Stroud Lane	290-4110
BP			Sheri Guerra	4105			Garland, TX 75043	
Range-108	PK-5	972 882-5180	Kelly Locke	5181	Lilian Crespo-Santos	5183	4060 Emerald Drive	882-5190
KG	BPK-5		Brenda Soberanes	5182			Mesquite, TX 75150	
Rugel-109	K-5	972 882-7260	Dr. Amanda Walker	7261	Marcella Suniga	7271	2701 Sybil	882-7270
CG			Sonya Estrada	7262			Mesquite, TX 75149	
Rutherford-110	PK-5	972 290-4060	Dr. Holly Grubbs	4064	Lesa Roberson	4062	1100 Rutherford Dr.	290-4068
JL	Emp PK		Casy Wilburn	4065			Mesquite, TX 75149	
Seabourn-114	PK-5	972 882-7040	Renea Kern	7044	Brenda Macias	7055	2249 Picadilly Blvd.	882-7050
CG	BPK3 & BPK-5		Mistie Stephens	7043			Mesquite, TX 75149	
Shands-111	PK-5	972 290-4020	Brandi Lewis	4021	Norma Lopez	4023	4836 Shands Drive	290-4030
KG	BPK-5		Kay Velarde	4022			Mesquite, TX 75150	
Shaw-121	PK-5	972 882-7060	Kim Dumaine Bañuelos	7062	Mariela Mendoza	7061	707 Purple Sage	882-7070
JL	BK-5		Gabriel Luna	7063			Mesquite, TX 75149	
Smith-129	PK-5	972 882-7080	Stacy Bennett	7081	Mariah Collier	7091	2300 Mesquite Valley Rd.	882-7090
GS	BPK-5		Terry Callaway	7082			Mesquite, TX 75149	
Thompson-127	PK-5	972 882-7190	Bridget Mitchell	7192	Gabby Castilleja	7203	2525 Helen Lane	882-7197
GS			Keysha Smith	7193			Mesquite, TX 75181	
Tisinger-112	PK-5	972 882-5120	Amanda Relf	5121	Vina Garcia	5123	1701 Hillcrest	882-5130
JL	BPK-5		Angie Campanello	5122			Mesquite, TX 75149	
Tosch-113	PK-5	972 882-5000	Amy Childress	5001	Tracey Brewer	5012	2424 Larchmont	882-5010
KG	BPK-5		Gabriela Huante	5008			Mesquite, TX 75150	
Mesquite Independent School District 2021-2022 Others (1 Alt. Ed)								
Mesquite Academy-656		972 882-7570	Jeff Johnson	7571	Kendra Ravenell	7575	2704 Motley Drive	882-7579
JL Brandon Snyder	7581		Registrar/AP-Atrice Adeniyi	7582			Mesquite, TX 75150	
The Learning Center-657		972 882-7150	Dr. Valerie Nelson	7164	Cynthia Fuentes	7163	230 Pioneer Road	882-7169
BP Aaron Shedd	7153	Dr. Nicole Johnson	7167				Mesquite, TX 75149	882-7460

Mesquite Independent School District 2021-2022 10 Middle Schools Revised 8/5/2021									
School-Campus # SRO / ED		Campus Phone Registrar/Secretary		Principal/Assistant		Secretary		Address	Fax
Agnew MS-041	6-8	972 882-5750		Thomas (TJ) Reed 5780		Angela Sevier 5772		729 Wilkinson	
Troy Burke	5758	Mary Jones 5754		Rick Coplin 5753				Mesquite, TX 75149	882-5760
JL		Beatrice Kemps 5794		Shenita Alsbrooks 5782					
				Mahlee Laird 5752					
Berry MS-047	6-8	972 882-5850		Angela Wiggins 5852		Edith Garcia 5862		2675 Bear Dr.	
Royce Long	5873	Taryn Wright 5854		Paris Scott 5892				Mesquite, TX 75181	882-5888
GS		Martha Orona 5851		José Peterson Torres 5871					
Frasier MS -049	6-8	972-290-4300		Kristy Morse 4301		Heather Tolleson 4302		2250 W. Scyene Road	
Marcus Davis	4313	Kristi Davis 4305		Tracy Curtis 4303				Mesquite, TX 75149	290-4310
		Paula Slape 4315		Clay Waller 4306					
CG				Israel Garcia Jacinto 4304					
Kimbrough MS-046	6-8	972 882-5900		Chris Brott 5903		Samantha Dunston 5929		3900 North Galloway	
Kendall McCloud	5911	Ashlea Madison 5909		Dr. Phil Gorden 5906				Mesquite, TX 75150	882-5942
		KC Jones 5901		Belinda Lawson 5913					
BP				Meghan Homan 5905					
McDonald MS-044	6-8	972 882-5700		Jordan Simmons 5701		Jessica Sargent 5707		2930 Town East	
Barry Cook	5706	Stephanie Cordero 5704		Pam Bell 5703				Mesquite, TX 75150	882-5710
KG		Alicia Manchaca 5716		Carmin Langford 5702					
New MS-045	6-8	972 882-5600		Regina Jackson 5601		Yuvisola Guevara 5609		3700 South Beltline	
Richard Mims (BSPD)	5612	Brandon Musgrove 5602		Irena Mayson 5604				Mesquite, TX 75181	882-5620
CG		Jessica Contreras 5611		Leslie Lewis 5605					
Terry MS-048	6-8	972 882-5650		Kelley Prewitt 5652		Kristal Gonzalez 5651		2351 Edwards Church	
Mark Reinhart	5665	Jennifer Guzman 5664		Emily Gillespie 5653				Mesquite, TX 75181	882-5660
GS		Karen Estrada Cruz 5687		Brad Powers 5654					
Vanston MS-042	6-8	972 882-5801		Melissa Smith 5803		Kathy Marshall 5802		3230 Karla	
Jimmy Sikes	5849	Melinda Jones 5807		Ashley McCurdy 5805				Mesquite, TX 75150	882-5848
KG		Laura Montez 5824		Jeremy Jurca 5804					
Wilkinson MS-043	6-8	972 882-5950		Tomika Johnson 5953		Dorothy Dillard 5951		2100 Crest Park	
Scott McNary	5957	Alauna Hollingsworth 5959		DeMark'o Grant 5955				Mesquite, TX 75149	882-5988
JL		Monica Owens 5952		Ashaunda Giles 5956					
Woolley MS-050	6-8	972 290-4350		Ashly Cochran 4351		Khameka Webb 4352		3200 Blue Sky Road	
Zack Scott	4363	Karri Pritchard 4355		Azalea Salazar 4354				Mesquite, TX 75181	290-4360
GS		Selene Trigo 4356		Janna Griffiths 4353					
Mesquite Independent School District 2021-2022 6 High Schools Revised 8/5/2021									
Horn HS -005	9-12	972 882-5200		Deadra Brown 5201		Nicole Smith 5206		3300 E. Cartwright Rd.	
GS				Jerome Berghund 5258				Mesquite, TX 75181	
		Paul Ballard (226) 5263		Travis Anderson 5218					
Brian Hill	5266			Terry Riley 5235					882-5291
Richard Ocnashek	5211	Rhonda Harrison 5226		Lourdes Ordonez 5274					
				Karla Blackshear 5202					
				Ryan Brassell (226) 5261					
				Dr. Troy Bethley 5273					
Mesquite HS -001	9-12	972 882-7800		Abram Joseph 7808		Cheri Lynn 7807		300 East Davis	
JL				Dr. Joyce Wascom 7805				Mesquite, TX 75149	
		Megan Green 7870		Kelly Taylor 7810					882-7876
Bobby Thongsavat	7869			Cerone Lacey 7812					
Glen Lang		Virginia Swint 7811		Tonelli Hatley 7809					
				Allen Craig 7848					
				Dennis Sadler (226) 7817					
North Mesquite HS-002	9-12	972 882-7900		Kenneth Washington 7901		Tracey Stone 7902		18201 LBJ Freeway	
KG				Emmy Ellis (226) 7917				Mesquite, TX 75150	
		Bret Peterson 7903		Joe Spinato 7967					882-7908
Ben Gregson	7990	Sheri Fortenberry 7905		Lisa Perry 7964					
David Boykin	7948			Jorge Escobar 7904					
				Dr. Victor Nixon 7980					
Poteet HS-004	9-12	972 882-5300		Kelly Long 5301		Donna Henry 5310		3300 Poteet Drive	
BP				Samuel Coward 5378				Mesquite, TX 75150	
Steve Killingsworth	5345	Tanya Armstrong 5313		Terrance Williams (226) 5304					882-5355
Charles Coffey	5312			Youlanda Sanders 5379					
		Denisse Ventura 5314		Chelsey Hannah (Title I) 5303					
				Misty Rose 5302					
West Mesquite HS-003	9-12	972 882-7600		Karen Morris 7610		Ginger Bass 7613		2500 Memorial Pkwy.	
CG				David Flores 7646				Mesquite, TX 75149	
Mark McCoy	7620	Michelle LoPresti 7657		Shelly Faulkner (226) 7614					
Frank Arnada	7660	Diana Macedo 7609		Jason Shepherd 7692					
				Angela Stevens 7616					
				Lacy Stames 7612					
Vanguard HS-006	9-12	972-882-0000		Clinton Elsasser 20001		Margaret Garcia 20002		4201 Faithon P. Lucas Sr. Blvd.	
BP		ext. 20000		Patrick Haney 20003				Mesquite, TX 75181	882-0010
				Lonna Jackson 20016					
				Israel Cabrera 20019					

Employment

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Mesquite ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), 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.

In accordance with Title IX, the district does not discriminate on the basis of sex in its educational program or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employees as Title IX coordinators for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Emilio Duran (eduran@mesquiteisd.org) and Chassordee Willie (cwillie@mesquiteisd.org), Directors – Personnel Services. They may be contacted at 3819 Towne Crossing Blvd., Mesquite, TX 75150, 972-288-6411. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following person for employees for concerns regarding discrimination on the basis of a disability (ADA): James Huckaby, Executive Director – Operations/Risk Management, jhuckaby@mesquiteisd.org, 2133 N. Beltline Rd., Mesquite, Texas 75150, 972-882-5400. Questions pertaining to Section 504 should be directed to Kem Edwards - Counseling Director, kedwards@mesquiteisd.org, 3819 Towne Crossing Blvd., Mesquite, Texas 75150, 972-288-6411.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the district's website.

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website (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. 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 is generally one school year. However, as a District of Innovation and in accordance with the plan, the District is exempt and the Superintendent may recommend that a probationary contract be renewed for an additional one-year period for a person who has been employed as a teacher in public education for at least five of the eight years preceding employment.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing 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 contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online or copies will be provided upon request.

* Any district employee hired under a **continuing contract** prior to July 1, 2010, shall remain on a continuing contract in accordance with law.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed under a term contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code. Such positions are reflected on the

list approved by the Board. Temporary written agreements may be issued for certain professional positions as deemed necessary.

Paraprofessional and Auxiliary Employees. All paraprofessional 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.

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Director of Certification (Personnel Services) in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the appropriate Director – Personnel Services when there is action against, or revocation of, their license.

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 Kellie Haddock (Personnel 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 Larry Sanford (Personnel Services) if you have any questions regarding reverification of employment authorization.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Noninvestigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no

legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, 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 policies and related educational material should contact the Transportation Department or Personnel Services.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Bucky Taylor (Athletic Office) by September 1 or as soon as possible.

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

Reassignments and Transfers

Policy DK

All personnel are 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. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus for the subsequent school year must submit his or her request by March 1. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Personnel office and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and Auxiliary 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. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation on page 27 for additional information.

Breaks for Expression of Breast Milk

Policies DEAB, DG

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

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

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

Texas law 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 Kellie Haddock (Personnel 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. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

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. Teachers under T-TESS may be eligible for less-than-annual evaluations in accordance with law by meeting the following local criteria: be employed on an educator term contract, hold SBEC certification, be assigned in his or her certification area, have been employed by the district for at least one year and have served at the current campus for at

least one year. Eligible teachers shall be appraised every three years with the supervisor having the authority to return a teacher to the traditional appraisal cycle as a result of documented performance deficiencies in accordance with state rule. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Mesquite ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the office of the Deputy Superintendent.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for 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.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 27.)

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

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

Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid twice a month (semi-monthly). Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

The schedule of pay dates for the 2020-21 school year follows:

2021-2022 Payroll Calendar																							
Mesquite Independent School District																							
S	M	T	W	T	F	S								S	M	T	W	T	F	S			
September														March									
				1	2	3	4											1	2	3	4	5	
5	6	7	8	9	10	11								6	7	8	9	10	11	12			
12	13	14	15	16	17	18								13	14	15	16	17	18	19			
19	20	21	22	23	24	25								20	21	22	23	24	25	26			
26	27	28	29	30										27	28	29	30	31					
October														April									
					1	2													1	2			
3	4	5	6	7	8	9								3	4	5	6	7	8	9			
10	11	12	13	14	15	16								10	11	12	13	14	15	16			
17	18	19	20	21	22	23								17	18	19	20	21	22	23			
24	25	26	27	28	29	30								24	25	26	27	28	29	30			
31																							
November														May									
		1	2	3	4	5	6										1	2	3	4	5	6	7
7	8	9	10	11	12	13								8	9	10	11	12	13	14			
14	15	16	17	18	19	20								15	16	17	18	19	20	21			
21	22	23	24	25	26	27								22	23	24	25	26	27	28			
28	29	30												29	30	31							
December														June									
				1	2	3	4												1	2	3	4	
5	6	7	8	9	10	11								5	6	7	8	9	10	11			
12	13	14	15	16	17	18								12	13	14	15	16	17	18			
19	20	21	22	23	24	25								19	20	21	22	23	24	25			
26	27	28	29	30	31														26	27	28	29	30
January														July									
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2	3	4	5	6	7	8								3	4	5	6	7	8	9			
9	10	11	12	13	14	15								10	11	12	13	14	15	16			
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23	24	25	26	27	28	29								24	25	26	27	28	29	30			
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February														August									
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6	7	8	9	10	11	12								7	8	9	10	11	12	13			
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27	28													28	29	30	*31						
							Professional																
							<input type="radio"/> Due Dates																
							<input type="checkbox"/> Pay Dates																
							Professional employees are paid on																
							or around the 27th of each month																
							* First pay for new teachers who																
							chose 13 payment of first-year																

5/4/2021

Professional
☐ Due Dates
☐ Pay Dates

Professional employees are paid on or around the 27th of each month

* First pay for new teachers who chose 13 payment of first-year

5/4/2021

2021-2022 Payroll Calendar

Mesquite Independent School District

SMTWTFSS

September

1234

567891011

12131415161718

19202122232425

2627282930

October

12

3456789

10111213141516

17181920212223

24252627282930

31

November

123456

78910111213

14151617181920

21222324252627

282930

December

1234

567891011

12131415161718

19202122232425

262728293031

January

1

2345678

9101112131415

16171819202122

23242526272829

3031

February

12345

6789101112

13141516171819

20212223242526

2728

Para-Professional

Due Dates

Pay Dates

Paraprofessional and Auxiliary employees are paid on all pay days shown.

SMTWTFSS

March

12345

6789101112

13141516171819

20212223242526

2728293031

April

12

3456789

10111213141516

17181920212223

24252627282930

May

1234567

891011121314

15161718192021

22232425262728

293031

June

1234

567891011

12131415161718

19202122232425

2627282930

July

12

3456789

10111213141516

17181920212223

24252627282930

31

August

123456

78910111213

14151617181920

21222324252627

28293031

5/3/2021

Para-Professional

- Due Dates
- Pay Dates

Paraprofessional and Auxiliary employees are paid on all pay days shown.

5/3/2021

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification of two pay periods is necessary to activate this service. Contact the Payroll Department for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable
- IRS levies and bankruptcies, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and the computer personal buy program. The district may deduct an administrative fee from the employee's disposable earnings if the district is required by state or federal law to garnish wages under a withholding order. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (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 legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 a.m. on Monday and ends at 11:59 p.m. on Sunday.

Nonexempt employees who are paid on a salary basis are paid for the hours set by the normal work schedule (37.5 hours). Hours worked beyond the normal schedule up to 40 hours will be paid at a regular rate of pay.

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

- Employees can accumulate up to 24 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and Business Office must give approval in accordance with administrative regulations. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

Health, Dental, and Life Insurance

Policy CRD

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

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, eligibility requirements, etc. can be found at:

https://www.trs.texas.gov/Pages/healthcare_trs_activecare.aspx

Employees may also contact the Benefits Office for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for AD&D, Auto, Critical Illness and Accident, Dental, Disability, Flexible Spending, Life, Long-Term Care, Hospital Indemnity, HSA, ID Shield, Legal, and Vision. Premiums for these programs can be paid by payroll deduction. Additional information can be found on the MISD website at:

<https://www.mesquiteisd.org/departments/benefits-department> or employees may contact the Benefits Office at 972-882-7359.

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 pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from the Texas Association of School Boards (TASB), effective September 1, 2013, and remains current.

Benefits help 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 accidents or injuries should be reported immediately to the supervisor and to the Risk Management Department. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 40, for information on use of paid leave for such absences.

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. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Risk Management Department.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. 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 the Personnel Office 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 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov). See pages 17-18 for information on restrictions of employment of retirees in Texas public schools.

Other Benefit Programs

- **Mesquite Employee Health Center (MEHC)** 300 W. Kearney
Clinic and pharmacy available to all employees and eligible dependents who participate in the district health plan. Focus is on wellness and prevention with primary care treatment and handling of minor emergencies. Low-cost services and prescriptions.
- **Excellence in Teaching Incentive Program (ETIP)**
Designed to build teacher capacity, assist in recruitment and retention and provide professional advancement opportunities (financial) for teachers who remain in the classroom. Three levels of participation: Classroom Scholar (\$5,000), Campus Scholar (additional \$2,000), District Scholar (additional \$5,000)
- **Pay for Knowledge**

Incentive program designed to recognize participation in professional learning that aligns with district goals and initiatives.

- **Wellness Program**
Designed to promote all aspects of healthy living including health assessments, appropriate exercise and lifestyle education.
- **Employee Assistance Program (EAP)**
Provides employees and family members with confidential, short-term counseling and referral services prepaid by the district. Designed to provide support for such problems as stress, family issues, divorce, death, alcoholism, drug abuse, etc.
- **Computer Personal Buy**
Opportunity following one year of employment to purchase personal computer through district approved vendors, at school district cost, and may be paid out over a two-year period with no interest charged.
- **Retraining Assistance (Christa McAuliffe Scholars)**
Designed for teachers in the MISD who seek new certification in designated shortage areas as identified by the district. Program also applies to personnel teaching in elective areas where there is declining enrollment.
- **Tuition Assistance – Master’s/Doctoral Degrees**
Assistance of up to \$6,500 may be granted to those who do not choose the ETIP program and alternately pursue a degree and certification in Education Administration, School Counseling, Education Diagnostician, or other area of need as identified by the district.

Additional assistance of up to \$10,800 may be provided to those who pursue a doctoral degree in the same categories and under the same circumstances as described above.
- **Personnel Identification Card**
Issued by the Mesquite Education Association (MEA) and provides admission to school-sponsored events at no charge with the exception of high school varsity football games.
- **Enrollment Privileges**
Students whose parents are district employees and reside within the district may attend the school of their choice as long as there is class size compliance and appropriate paperwork submitted. Upon approval, professional personnel who live outside the district may also enroll their children with assignments made to schools that are not overcrowded.
- **Service Awards**
Designated awards will be bestowed at every five-year interval
- **Compensation for Unused Days Upon Retirement**

All employees will receive the prevailing regular substitute rate (or a proportionate amount established by personnel classification) for each day of unused state sick, local sick, local personal, and state personal leave days upon retirement from education. Employees must have served a minimum of five consecutive years immediately prior to the effective date of retirement (no break in service) with the district in order to be eligible for this provision. Employees forfeit this provision with the Mesquite ISD upon leaving and securing employment with another school district.

- **Vacation** (*Policy DED*)

Each full-time transportation and maintenance/custodial employee in a position typically requiring 260 days of duty per year shall earn ten paid vacation days annually, in accordance with administrative regulations. Each eligible employee shall schedule with his/her immediate supervisor the use of vacation days; however:

- Earned vacation days shall not be available until the employee has been continuously employed for six months.
- Vacation days shall be used only while school is not in session unless use at another time has prior approval from the Superintendent or designee.
- Available vacation days shall be used within 12 months of the date of the date earned, based on the employee's anniversary date of employment, or the days shall be forfeited.

An eligible employee who separates from employment shall be entitled to payment of unused, available vacation days if:

- The employee's separation is voluntary (resigning or retiring – not being discharged)
The employee provides advance written notice of intent to separate from employment at least two weeks before the last date of employment.

Leaves and Absences

Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Rhonda Ferrin (Personnel Services) and the Benefits Office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

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

- Local leave
- State sick leave accumulated before the 1995-96 school year
- State personal leave

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

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

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

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

Medical Certification. Any employee, who is absent more than five consecutive days because of a personal or family illness, must submit a medical certification from a qualified health care provider (as defined by the FMLA) confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

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.

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 FMLA. 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 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, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used 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. An employee wishing to take discretionary personal leave must submit a written request to his or her principal or supervisor at least five days in advance of the anticipated absence. Requests for discretionary leave shall be considered in the order in which they are received. 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. Discretionary use of leave shall not be allowed on the first or last instructional day, the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year examinations, days scheduled for state-mandated assessments, or professional or staff development days. Any discretionary use of leave on these days shall result in deduction from the employee's pay commensurate with the amount of leave taken. Discretionary use of state personal leave shall not exceed five consecutive workdays.

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.

State Sick Leave

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

State 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

- Professional employees shall earn three paid *local personal* leave days per school year. All other employees shall earn one, two, or three paid local personal leave days per school year, based on each employee's years of service in the district. Local personal days shall be cumulative, but are not transferable to other school districts. Upon separation of employment for any reason other than retirement, all accumulated local personal days will be lost. Such days are not recoverable upon re-employment at any time in the future. These days shall be used according to the terms and conditions of state personal leave. An employee may contribute a local personal day to join the sick leave bank.
- Employees in positions requiring 226 workdays in a school year shall earn two paid *local sick* leave days per school. Local sick days shall accumulate without limit. These days

shall be used according to the terms and conditions of state sick leave accumulated before the 1995-96 school year.

- After all available state and local leave days have been exhausted, a full-time employee shall be granted in a school year a number of days of *tenure leave* based on years of service, in accordance with administrative regulations. The use of tenure leave need not be in consecutive workdays. Tenure leave may be requested for the employee's personal illness or injury (including pregnancy related), or for absences related to the illness or injury of the employee's immediate family if the employee provides medical certification of the need for leave to care for the family member. With appropriate documentation, and employee may also use tenure leave within the first year after a child's birth, adoption, or foster placement. The average daily rate of a substitute (or a proportionate amount established by personnel classification) shall be deducted for each day of tenure leave taken, whether or not a substitute is employed.

Sick Leave Bank (or Pool)

The Mesquite Education Association (MEA) maintains and governs a sick leave bank that employees may join through contribution of local personal leave. Leave contributed to the bank shall be solely for the use of participating employees. A member may request leave from the bank if the employee experiences a catastrophic illness or injury and has exhausted all paid leave.

Family and Medical Leave Act (FMLA)—General Provisions

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

Leave Entitlements

Eligible employees who work for a covered employer can take up to 12 weeks 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

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period beginning on the initial reporting day for teachers each school year.

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.

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

Intermittent Leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district 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 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 Rhonda Ferrin (Personnel Services) for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Any full-time district employee is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

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

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

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

Workers' Compensation Benefits

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 may choose to 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. 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 the day of but no later than the next business day to the supervisor, Risk Management, and Personnel Services.

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 nonresponsible 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 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

Policies DEC,DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

Generally, an employee is required to report back to work the day following release from jury duty. However, according to the nature of the individual's position and urgency of duties, an employee may be required to return to work as soon as they are released. In such cases, the supervisor may consider the travel time required when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court shall be required.

Compliance with a Subpoena

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

For an absence related to a court appearance without a subpoena, an employee shall use personal leave or shall take leave without pay if no applicable paid leave is available.

Truancy Court Appearances

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

Religious Observance

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

Military Leave

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

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 Personnel 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 the Benefits Office for details on eligibility, requirements, and limitations.

Employee Relations and Communications

Employee Recognition and Appreciation

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

Apple Corps: Apple Corps teachers are nominated by their peers, approved by their principal and the administration and inducted by the Board of Trustees. Teacher nominees must have at least five years of teaching experience with at least three years in Mesquite ISD.

Apple Corps Gala: Annual Banquet for all newly inducted Apple Corps members and veterans.

Teachers of the Year: One teacher nominated by each campus is honored at a Board meeting. From this group, one elementary and one secondary teacher are selected to continue on as Mesquite ISD's Region 10 Teacher of the Year nominees.

Paraprofessionals of the Month: Nominated by campus vote and administrators, these paraprofessionals are honored at the Board meetings.

Paraprofessional of the Year: This honoree is elected by MEPA officer vote from among year's Paraprofessionals of the Month, announced at May Board meeting and recognized at annual MEPA Banquet.

Milestones and Memories: Annual luncheon for retirees and employees with 30 years of service and five to ten year increments above.

Veterans Day Breakfast: All employee veterans enjoy a meal, motivational speaker, performance by high school students and art work and thank-you cards from campuses across the district.

Badging Program: Recognition for individuals, campuses and departments exhibiting district core values of People First, Cultivating Culture, Continuous Learning, and Commitment to Community.

District Communications

Throughout the school year, the Communications office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

eNews: A monthly enewsletter to all interested, which includes parents, staff and student accomplishments and promotes district events and initiatives.

Mesquite Matters: Four issues of this full-color newsletter are mailed to all homes and businesses within Mesquite ISD. Student, staff, campus and district accomplishments and initiative are featured in articles and photographs along with a superintendent's column and much more.

The Advocate: This electronic newsletter's mission is to share "How Texas Politics Affect the MISD Community." It is published periodically throughout the school year.

ReadPlayTalk Magazine: Published each season, this full-color magazine promotes the district initiative to have all students on grade level reading by third-grade by 2020. It offers tips and tools for parents and promotes events and community members, groups and businesses spreading the RPT messages and influence.

In Touch: Employee electronic newsletter issued monthly throughout the school year sharing staff appointments and awards, campus news, safety reports and important dates.

3 Things to Know: Weekly email conveying timely and important information.

Complaints and Grievances

Policy DGBA

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints can be accessed at:

<https://pol.tasb.org/Policy/Code/369?filter=DGBA>

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify 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 policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines including intentionally making 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 after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 70 for additional information.

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

Statement of Purpose

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

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 intentionally, knowingly or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 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, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, 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.

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.

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

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.

Professional Dress

Policy DH

The attire of employees should reflect professional standards at all times. In order to achieve the professional status desired by educators, it is essential that all involved dress accordingly on a consistent basis. Research has shown that there is a direct correlation between appropriate dress and how others perceive the individual as well as the organization. In addition, personal attire can be a useful tool in classroom management, in that it can project an image of respect and authority and can help to establish a sense of formality. In general, **a business casual style is appropriate**, and the following guidelines established by the district should be adhered to.

Guidelines for Women

For female employees, clothing should convey a professional image by being suitable, modest and becoming for a business casual setting as outlined below.

- Collared or un-collared shirts – pullover or button style
- Sleeveless shirts, tops and dresses that are not excessively deep cut (underarm) or low cut
- Tunic-style shirts that approach the length of a skirt must be worn with leggings
- Jackets, shirt-jackets, cardigans, and stylish denim jackets
- Tailored or business casual pants
- Cropped dress pants
- Capri pants that reach mid-calf
- Skirts/dresses of a modest length – falling at or just above the knee
- Leggings that are moderate in style worn with a regular length dress, skirt, or tunic top
- Dress shoes, leather-like, suede, loafer style, etc.
- Boots
- Open-toed shoes and sandals that have a dress appearance

Unacceptable

- Tank top style shirts
- Halter tops, form fitting shirts
- Spaghetti straps, cut out backs, or any style that reveals undergarments
- Skirts – or any clothes – that are too tight, too short, or too revealing
- Low-fitting/low-rise pants or “hip-hugger” style
- Sweat/workout pants, wind pants, and warm-ups
(Shorts only in PE/athletic classes – coaches are to be in professional dress while in the regular classroom)
- Beach sandals and flip-flops
- Tennis or athletic shoes – acceptable only on jean days

Guidelines for Men

- Men are permitted facial hair if neatly trimmed and moderate/short in style
- Hair should be of a modest length and should be neat and well-groomed

- Collared shirts – polo style, oxford style, or dress shirts
- Shirts may be long or short sleeved
- Shirts should be tucked in
- Sweaters including pullover, cardigan styles, and banded-bottom collared shirts that have an appearance of a sweater
(Although not required, coats and ties are encouraged)
- Tailored dress slacks or business casual (Dockers style) pants
- Dress or casual shoes – leather-like, suede or loafer styles
- Boots

Unacceptable

- “Unshaven” appearance
- T-shirts, sweatshirts
- Cabana-style, smock-styled or shirts designed to be untucked
- Sweat/workout pants, wind pants, and warm-ups
(Shorts only in PE/athletic classes – coaches are to be in professional dress while in the regular classroom)
- Sandals
- Tennis or athletic shoes – acceptable only on jean days

Guidelines for Jeans

Fridays are the only days that jeans should be worn with the first and third Fridays of each month as regular spirit days, and the second, fourth, and fifth * Fridays being reserved for incentive/ fundraisers at the discretion of the principal/supervisor. The only exceptions to the Friday rule would be days awarded by the district for incentives (PTA memberships, achievements, etc.) and on-campus staff development days, work days, off-campus field trips, elementary school Play Day, and Western Day. (Other exceptions could be granted on a very limited basis for special needs/ occasions at the determination of the principal/supervisor.)

Jeans should only be worn with a spirit/school shirt, and should fit appropriately with no tears/holes or signs of distress or excessive wear.

** If a formal meeting, etc., is scheduled on these days, staff members should dress according to professional standards.*

Guidelines for Summer Attire

- Business casual is allowable
- Coats/ties not required
- No resort/beach wear – shorts, tennis shoes, flip-flops, etc.
- Jeans are allowed on Thursdays (no holes or those that display excessive wear)
- If a formal meeting is scheduled on any given day, please dress accordingly (professional)

** Does not apply to those who are required to wear school district provided uniforms.*

General Information

- *If there is any question as to whether an item is acceptable or not, it is probably not!*
- Campus/department administrators will have complete and final judgment on all matters concerning interpretation of the employee dress code.
- Matters concerning appearance and dress not specifically covered in the guidelines, shall defer to the guidelines for students and/or shall be within the discretion of administrators (i.e., hairstyles/colors, tattoos, piercings, etc.).
- Employee groups who are provided with and/or required to wear school uniforms (custodians, security guards, facilities management, food service, etc.) should wear uniforms as intended during all duty hours. The complete uniform should be worn appropriately and should project a neat, clean, and orderly appearance.

Although it will be left to the discretion of the supervisor as to whether or not the appearance is acceptable, there will be a lot of trust placed on each individual to use good judgment and not push the limits on the appropriateness (modesty, etc.) of the attire.

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.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinators' name and contact information is listed in the Equal Employment Opportunity section of this handbook

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be accessed at:

<https://pol.tasb.org/Policy/Code/369?filter=DIA>

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 53 and *Bullying*, page 74 for additional information.

The district's policies pertaining to definitions and procedures for reporting and investigating harassment of students can be accessed at:

<https://pol.tasb.org/Policy/Code/369?filter=DHB>
<https://pol.tasb.org/Policy/Code/369?filter=FFH>

Reporting Suspected Child Abuse

Policies DG, GRA

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of a child (including a teacher) must be reported to CPS.

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). The Mesquite Police Department may be contacted at (972) 216-6261. 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 taking an adverse employment action against a certified

or licensed professional 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. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal abuse or neglect. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees 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 the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, 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:

https://drive.google.com/file/d/1o6eTnoWPkT6F_Rw97tppsOyWvlXXx-i3/view?ts=5ba3ede1

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 maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child.

Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following 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.

The Mesquite ISD has established a **fraud hotline** through Lighthouse Services for the purposes of anonymous reports of suspected fraud and unlawful behavior within the district. Information can be accessed at the following link:

<https://www.mesquiteisd.org/staff-resources/employee-resources/anonymous-fraud-reporting-hotline>

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ

The district's technology resources, including its networks, computer systems, 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
- Has no adverse effect on job performance or on a student's academic performance

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

Employees are required to abide by the provisions of the 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 and legal action. Employees with questions about computer use and data management can contact Cara Jackson (Instructional Technology).

Personal Use of Electronic Communications

Policy DH

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 includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See 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 DH (EXHIBIT)]

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

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 email address.

An employee is not subject to 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* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.

- *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 and his or her supervisor as recipients on each text message to the student so that the student, parent, and supervisor receive the same message.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:

- 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 [Policy CY]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student [See Policy DHB]
- 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 one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use email accounts for all electronic communications with parents. Communications 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 supervisor immediately (no later than 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.

Public Information on Private Devices

Policy DH

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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

- 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 under the SBEC rules

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

Alcohol and Drug-Abuse Prevention

Policy DH

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

<https://pol.tasb.org/Policy/Code/369?filter=DH>

Local

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

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

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

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

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

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

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

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 fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a 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 on page 67 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.

All employees (including bus drivers) must receive authorization from Risk Management prior to being eligible to operate a district vehicle. Also, all employees must complete an approved defensive driving course within 90 days of driving eligibility. A defensive driving course must be completed once every 3 years after the initial course. For bus drivers, this requirement is met by attending the Region 10 bus driver re-certification course. Employees who drive district vehicles should access the following link regarding information and consequences pertaining to preventable accidents: [https://doc.mesquiteisd.org/dsweb/Get/Document-230454/CNB\(REGULATION\).pdf](https://doc.mesquiteisd.org/dsweb/Get/Document-230454/CNB(REGULATION).pdf)

Employees with questions or concerns relating to safety programs and issues can contact Risk Management at 972-882-5561.

Possession of Firearms and 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 as identified in the student code of conduct (Policy FNCG) 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 Personnel Services 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. 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 school. A copy of the district's management plan is kept in the Facilities Management office and is available for inspection during normal business hours.

Pest Control Treatment

Policies CLB, DI

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

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

Other Topics

Student Activity Funds

Policy CFD

Funds collected by student groups shall be used only for purposes authorized by the organization or upon approval of the sponsor. The principal or designee shall approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students. The sponsor of the entity conducting the fundraiser is responsible for maintaining all records and for reconciling the account with the school secretary. No organization should keep any cash in the building overnight.

Phone Use

Office telephones shall be used for school business only and are under the jurisdiction of the principal/supervisor. Cellular phones are prohibited in the classroom except in unusual or extenuating circumstances approved by the principal. The use of cell phones in the classroom during instructional time is strictly prohibited.

Scents/Fragrances

Mild scents may be worn/used in moderation, but strong or offensive scents that become detrimental to the work environment are not welcome and may be prohibited.

Use of District Mail Service

Policy CPAB

The district mail system for delivering items between district buildings shall not be available for use other than for official school business and for information provided in accordance with the professional consultation agreement between the district and the Mesquite Education

Association (MEA). With permission, internal mailboxes at an individual campus may be used by campus employees and school-sponsored or school supported groups affiliated with the campus. No material with a political purpose shall be distributed through the district's internal mail system.

Use of District Property

Policies GKD, GKDA

Information regarding non-school use of district facilities can be accessed at:

<https://pol.tasb.org/Policy/Code/369?filter=GKD> *Local*

Information regarding distribution of non-school literature can be accessed at:

<https://pol.tasb.org/Policy/Code/369?filter=GKDA> *Local*

Reduction in Force

Policies DFF, DFFB

Information regarding a reduction in force due to a financial exigency, program change or enrollment adjustment can be accessed at:

<https://pol.tasb.org/Policy/Code/369?filter=DFF>
<https://pol.tasb.org/Policy/Code/369?filter=DFFB>

Residence Requirement

Policy DB

The position of superintendent, assistant superintendent, or any position above the rank of assistant superintendent on the district's organizational chart must reside within the geographical boundaries of the district as a condition of employment.

General Procedures

Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify the following district's radio station:

www.mesquiteisd.org

KEOM 88.5 FM <http://www.keom.fm/>

Emergencies

Policies CKC, CKD

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Purchasing department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact Darcy Hooten (Purchasing) for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees should utilize *Employee Self-Service* (which can be accessed through the district website) if there are any changes or corrections to their home address, contact telephone number, marital status, emergency contact, beneficiary, or W4 changes. A name change must be initiated through the Benefits Office by obtaining the necessary packet. Employees who experience difficulty in accessing *Employee Self-Service* may contact the Payroll Office at extension 7322.

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:

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

The choice to not allow public access to this information may be made at any time by submitting a written request to Jill Lemmond (Personnel Services). 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

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The campus principal is responsible for scheduling the use of facilities after school hours. Contact Business Services to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE

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

The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 70. 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 position at any time. A written notice of resignation should be submitted to the immediate supervisor with a copy to Personnel 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.

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or of knowing about an employee's resignation or termination following and alleged incident of misconduct described above.

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. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is

revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

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, color, religion, sex, 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*, page 45.)

The principal is required to notify the superintendent of noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender of convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Exit Interviews and Procedures

Exit interviews will be conducted online for all employees leaving the district. Separating employees are asked to provide the district with a forwarding address and phone number and 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.

Reports to Texas Education Agency

Policies DF, DHB, DHC

Certified Employees. 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 or school 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 or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "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).

Noncertified Employees. The voluntary or involuntary separation of a noncertified employee from the district must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student of minor, was involved in a romantic relationship with a student of minor, or solicited or engaged in sexual contact with a student or minor.

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Mesquite ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Emilio Duran (eduran@mesquiteisd.org) or Chassordee Willie (cwillie@mesquiteisd.org), Directors – Personnel Services. These district Title IX coordinators for students may be contacted at 3819 Towne Crossing Blvd., Mesquite, TX 75150, 972-288-6411. Questions or concerns about discrimination against students on the basis of a disability (ADA) should be directed to James Huckaby, Executive Director– Operations/Risk Management, jhuckaby@mesquiteisd.org, 2133 N. Beltline Rd., Mesquite, Texas, 75150, 972-882-5400. Questions pertaining to Section 504 for students should be directed to Kem Edwards - Counseling Director, kedwards@mesquiteisd.org, 3819 Towne Crossing Blvd., Mesquite, Texas, 75150, 972-288-6411. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records

Policy FL

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

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

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

Parent and Student Complaints

Policy FNG

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

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

Administering Medication to Students

Policy FFAC

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

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

- Recommending that a student use a psychotropic drug

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

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

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/guardian 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 §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to the principal or designee. The district's policy includes definitions and procedures for reporting and investigating bullying of students and can be accessed at:

<https://pol.tasb.org/Policy/Code/369?filter=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.

Appendix - Forms

Mesquite ISD Employee Complaint Form

To file a complaint, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. mail to the appropriate administrator within the time established in DGBA (LOCAL). All complaints will be heard in accordance with DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

Name _____

Address _____

Telephone number (____) _____ Email address _____

Position _____ Campus/Department _____

If you will be represented in presenting your complaint, please identify the person representing you. If the person representing you will participate by telephone conference call, please check the box below. The District will inform you if the equipment necessary for telephone representation is unavailable.

☐ Representation will be by telephone conference call.

Please note: You must designate a representative who will be participating in person or by telephone with an advance notice of at least three days, or the District may reschedule the conference or hearing to a later date.

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Please describe the decision or circumstances causing your complaint (give specific factual details):

What was the date of the decision or circumstances causing your complaint? _____

Please explain how you have been harmed by this decision or circumstance:

Please describe any efforts you have made to resolve your concerns and the responses to your efforts. Please include dates of communication and with whom you communicated regarding your concerns.

Please describe the outcome or remedy you seek for this complaint:

Employee signature

Signature of employee's representative

Date of filing

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.

Mesquite ISD
Level II Appeal Notice

To appeal a Level One decision, or the lack of timely response after a Level One conference, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. mail to the superintendent or designee within the time established in DGBA (LOCAL). Appeals will be heard in accordance with DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

Name _____

Address _____

Telephone number (_____) _____ Email address _____

Position _____ **Department/campus** _____

If you will be represented in pursuing your appeal, please identify the person representing you. If the person representing you will participate by telephone conference call, please check the box below. The District will inform you if the equipment necessary for telephone representation is unavailable.

☐ Representation will be by telephone conference call.

Please note: You must designate a representative who will be participating in person or by telephone with an advance notice of at least three days, or the District may reschedule the conference or hearing to a later date.

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Who held the Level One conference? _____

Date of conference _____

Date you received a response to the Level One conference _____

Please explain specifically how you disagree with the outcome at Level One:

Attach a copy of the original complaint and any documentation submitted at Level One.

Attach a copy of the Level One response being appealed, if applicable.

Employee signature

Signature of employee's representative

Date of filing

Complainant, please note:

A complaint or appeal form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.

Mesquite ISD
Level III Appeal Notice

To appeal a Level Two decision, or the lack of timely response after a Level Two conference, please fill out this form completely and submit it by hand delivery, electronic communication, or U.S. mail to the Superintendent or designee within the time established in DGBA (LOCAL). Appeals will be heard in accordance with DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

Name _____

Address _____

Telephone number (_____) _____ Email address _____

Position _____ **Department/campus** _____

If you will be represented in pursuing your appeal, please identify the individual or organization representing you. If the person representing you will participate by telephone conference call, please check the box below. The District will inform you if the equipment necessary for telephone representation is unavailable.

☐ Representation will be by telephone conference call.

Please note: You must designate a representative who will be participating in person or by telephone with an advance notice of at least three days, or the District may reschedule the conference or hearing to a later date.

Name: _____

Address: _____

Telephone: _____

Email address: _____

Who held the Level Two conference? _____

Date of conference _____

Date you received a response to the Level Two conference _____

Please explain specifically how you disagree with the outcome at Level Two:

Do you want the Board to hear this appeal in open session? ☐ Yes ☐ No

If so, the Board will consider your request; however you may not have a legal right under the Texas Open Meetings Act to require a meeting in open session.

Attach a copy of your original Level One complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.

Attach a copy of the Level Two response being appealed, if applicable.

Employee signature

Signature of employee's representative

Date of filing

Complainant, please note:

A complaint or appeal form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.

RESIGNATION FROM EMPLOYMENT

Mesquite Independent School District

To: Director – Personnel Services

From: _____ Date: _____
(Print or type employee name)

Employee Mailing Address:

Street	City	State	Zip
--------	------	-------	-----

Employee ID#: _____

I hereby resign employment with Mesquite ISD:

EFFECTIVE DATE: _____

TITLE OR POSITION: _____

GRADE OR SUBJECT: _____

SCHOOL/LOCATION: _____

Please check the reason for resigning from Mesquite ISD. If your reason is different from those listed, please explain in the space below checklist:

- _____ Took a job/position in _____
- _____ Moving out of state
- _____ Retiring
- _____ Spouse has been relocated
- _____ Resigned from leave
- _____ Master's degree requirement
- _____ Failure to meet certification requirements
- _____ Job dissatisfaction
- _____ Leaving the profession
- _____ Pursue other opportunities
- _____ Other: _____

Please mail my teaching credentials to: _____

Employee's Signature

Mesquite Independent School District

Professional Staff Request for Transfer

Name:	
Campus:	
Employee ID:	

Present Assignment

Elementary Current Assignment	
Secondary Current Assignment	

Transfer Position Requested

Elementary Assignment Request	
Secondary Assignment Request	
Campus Preference	
List All Certifications	

Additional Information

Additional Information	
------------------------	--

I have read and understand the procedures for requesting a transfer. I understand a voluntary transfer will not affect my district tenure but will affect my building tenure.

Employee's Signature		Date	
Principal's Signature		Date	

Due to Personnel Services by March 1st

Mesquite Independent School District

Paraprofessional Request for Transfer

Name:	
Campus:	
Employee ID:	

Present Assignment

Elementary Current Assignment	
Secondary Current Assignment	

Transfer Position Requested

Assignment Request	
Campus Preference	

Additional Information

Additional Information	
------------------------	--

I have read and understand the procedures for requesting a transfer. I understand a voluntary transfer will not affect my district tenure but will affect my building tenure.

Employee's Signature		Date	
Principal's Signature		Date	

Due to Personnel Services by March 1st

MESQUITE INDEPENDENT SCHOOL DISTRICT

PUBLIC INFORMATION ACCESS NOTIFICATION

Periodically, information concerning District employees is requested by the public. The Public Information Act requires the District to release information regarding name, salary, dates of employment, title, etc. to the public. Employees may choose to keep their address, phone numbers, Social Security number and information that reveals whether they have family members private.

This choice must be made within 14 days of hire or the information is subject to public access. Employees may choose to open or close access to this information at any time by submitting a written statement to the Administrative Officer – Personnel.

Employee Information:

Name _____ Employee ID#: _____

Home Address _____

Home Phone Number _____

Election to Close or Open Public Access:

_____ I elect to close public access to my home address, telephone number, Social Security number and information on family members.

_____ I elect to open public access to my home address, telephone number, Social Security number and information on family members.

Signature _____

Date _____



EMPLOYEE STATUS CHANGE FORM

EFFECTIVE DATE OF CHANGE:

Full Legal Name as appears in MUNIS

Employee ID #

Current Job Assignment

Campus or Department

FT/PT

☐ Professional

☐ Paraprofessional

☐ Auxiliary

☐ Substitute

☐ Hourly—Current \$ p/hour

Personal Days

Beginning

Earning

Ending

Contract Days

Actual Days Worked

Pay Range

Pay Step

Personnel Office Use Only:

Job Code:

Location:

Position ID

New Position ☐

Transfer ☐

Add Position ☐

Return from Leave ☐

of days left

Replaces

Current Position/Location

#Days

NEW Position/Location

#Days

Comments:

Employee Signature

Date

Supervisor Signature

Date

Personnel Comments

Director's Signature

Date

Base Salary	<input type="text"/>
Coach Stipend	<input type="text"/>
College Hours	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Daily Rate	<input type="text"/>
TOTAL SALARY	<input type="text"/>

Mesquite Independent School District

3819 Towne Crossing Blvd., Mesquite, TX 75150

972-882-7368

APPLICATION FOR SABBATICAL/DEVELOPMENTAL LEAVE

Name _____ Address _____

School _____ Assignment _____

I meet the following criteria required for approval.

_____ Employed in Mesquite Schools for five (5) or more consecutive years.

_____ Currently in good standing on a term, continuing contract or administrative term contract.

Purpose of Leave

Period of Leave

Beginning Date _____ Ending Date _____

I have read the official Sabbatical Leave Policy of Mesquite ISD and the Sabbatical Leave criteria listed on back of this form and agree to abide by all terms specified therein.

(Signature of Principal/Supervisor)

(Signature of Applicant)

(Date)

(Date)

Note: This form should be returned to the Director/Personnel in the Curriculum Building at 3819 Towne Crossing Blvd. by March 1 for the Fall semester and October 1 for the Spring semester. The personnel administrator will respond to this request in writing. If you have questions concerning leave policy, please contact the appropriate Director-Personnel at 972-882-7368.

Sabbatical/Developmental Leave

1. Sabbatical/Developmental leave will be granted to applicants for their study in an accredited institution of higher learning.
2. All certified professional personnel employed in the Mesquite Independent School District are eligible for sabbatical/developmental leave.
3. To be eligible for sabbatical/developmental leave, an applicant must have been employed in the Mesquite Independent School district for five (5) or more consecutive years. Substitute work will not be recognized.
4. The applicant must be on a term, continuing or an administrative term contract and must be in good standing including satisfactory ratings on the most recent performance appraisal.
5. No more than one-half of one percent of the professional staff may be granted sabbatical/developmental leave during any semester. If the number requesting sabbatical/developmental leave exceeds the number of such leaves available, the criteria selection shall be based on the needs of the applicant and the benefits to the District.
6. Sabbatical/developmental leave will be granted for a definite period of time – for one (1) semester, two (2) consecutive semesters or for two (2) semesters within a two (2) year period.
7. Any person granted a sabbatical/developmental leave must return to service in the Mesquite Independent School District immediately upon termination of such leave and must continue in service for a period of three (3) years, or refund the payment received while on sabbatical leave in the amount of one-third (1/3) for each year not served.
8. Any employee on sabbatical/developmental leave will be paid as compensation during the period of absence from regular duties as follows: Fifty percent (50%) of last contract salary while on a two (2) semester leave and twenty-five percent (25%) of last contract salary while on a one (1) semester leave.
9. Selection of applicants for sabbatical/developmental leave will be made by the Assistant Superintendent/Personnel Services with the approval of the Superintendent.
10. All applications for sabbatical/developmental leave must be submitted on a form obtained from the appropriate Director-Personnel and must contain a statement of the purpose for which the leave is being requested. Applications must be filed with the appropriate Director-Personnel by **March 1 for the Fall semester and October 1 for the Spring semester.**
11. At the expiration of a sabbatical/developmental leave, the applicant will be reassigned to a position of equal or higher rank, to the one held before the leave, from which they left.

Mesquite ISD Workers' Compensation Program

Employer's First Report of Injury or Illness

A. EMPLOYEE'S JOB TITLE (position):		EMPLOYEE'S DEPARTMENT and FACILITY (campus):		Sch: Job:		**Risk Mgmt Use Only**	
1a. EMPLOYEE'S LAST NAME:	1b. FIRST NAME:	1c. MI:	2. SEX: <input type="checkbox"/> Female <input type="checkbox"/> Male	15. DATE of INJURY:	16. TIME of INJURY:	17. DATE	18. LAST TIME BEGAN:
3. EMPLOYEE'S SS # & ID #:	4. PHONE + AREA CODE:	5. DATE of BIRTH:		18. KIND / TYPE of INJURY:	19. BODY PART(S) INJURED or EXPOSED:		
SS: _____	Hm: _____	Alt: _____					
6a. Does Employee SPEAK ENGLISH? <input type="checkbox"/> YES <input type="checkbox"/> NO	6b. If No, what LANGUAGE is SPOKEN?			20. EXPLAIN HOW and WHY INJURY or ILLNESS OCCURRED:			
7. RACE: (select only one) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other	8. ETHNICITY: (select only one)			21. WAS EMPLOYEE DOING HIS/HER JOB? <input type="checkbox"/> YES <input type="checkbox"/> NO			
9. EMPLOYEE'S MAILING ADDRESS: (street or PO Box)				22. WORKSITE LOCATION of INJURY: (i.e. stairs, dock, kitchen, hallway, etc.)			
CITY:	STATE:	ZIP CODE:	COUNTY:	23. NAME and ADDRESS WHERE INJURY or EXPOSURE OCCURRED:			
10. EMPLOYEE'S MARITAL STATUS: (select only one) <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Single				BLDG: STREET:			
11. NUMBER of DEPENDENT CHILDREN: if applicable?				12. SPOUSE'S NAME:			
13. NAME of TREATING DOCTOR for THIS INJURY:				CITY: STATE: ZIP CODE:			
14. DOCTOR'S MAILING ADDRESS: (Street or PO Box)				CAUSE of INJURY: (i.e. fall, tool, machine, tripped & fell, etc.)			
CITY:	STATE:	ZIP CODE:	DOCTOR'S PHONE + AREA CODE:	25. LIST WITNESSES: (first and last name of each)			
B. PLEASE MARK WHERE APPLICABLE: <input type="checkbox"/> FIRST AID ONLY <input type="checkbox"/> MEDICAL <input type="checkbox"/> LOST WORK TIME (only by order of doctor)				26. RETURN to WORK DATE: 27. Did Employee Die? <input type="checkbox"/> NO <input type="checkbox"/> YES			
C. SUPERVISOR'S Signature: _____				28. SUPERVISOR'S NAME: 29. DATE REPORTED (to supervisor):			
D. EMPLOYEE'S Signature: _____				DATE: DATE:			
** Risk Mgmt Use Only **							
30. DOH:	32/33. Mos:	Yrs:	35. Job:	37. Itrs: Days:			
31.	34. Pay Code:		36. Hrly. \$	38. Date: Ann. \$ Days:			
Revised July 2008							

**MESQUITE INDEPENDENT SCHOOL DISTRICT
ASSAULT REPORTING FORM**

Name of employee filing the report (Please Print): _____

Employee's Assignment (School /Department): _____

Employee's Position: _____

Date of Incident: _____ Time of Incident: _____

Police Report Made (Please Circle) Yes No If yes, Police Report Number: _____

Has medical attention been received? (Please Circle) Yes No

If Yes, Where? _____

By Whom? _____

Witness to incident:

Name

Job Assignment

Name(s) of person who committed the assault: _____

Describe the incident in detail. Describe the location, injuries suffered, what actually happened, how it happened, and include the name(s) of all individuals as you describe their role in the accident:

Signature of Employee filing the report: _____ Date: _____

Return this completed form to the Personnel Office

**AUTHORIZATION FOR RELEASE OF INFORMATION
(Clinic/Benefits Operations)**

Section A: Must be completed for all authorizations

I hereby authorize the use or disclosure of my individually identifiable health information as described below. I understand that this authorization is voluntary. I understand that if the organization authorized to receive the information is not a health plan or health care provider, the released information may no longer be protected by federal privacy regulations.

Patient Name: _____ **ID Number:** _____

Persons/organizations providing the information:

Persons/organizations receiving the information:

Specific description of information (including date(s)): _____

Section B: Must be completed only if a health plan or a health care provider has requested the authorization

1. The health plan or health care provider must complete the following:

a. What is the purpose of the use of disclosure? _____

b. Will the health plan or health care provider requesting the authorization receive financial or in-kind compensation in exchange for using or disclosing the health information described above? Yes _____ No _____

2. The patient or the patient's representative must read and initial the following statements:

a. I understand that my health care and the payment for my health care will not be affected if I do not sign this form.

Initials: _____

b. I understand that I may see and copy the information described on this form if I ask for it, and that I get a copy of this form after I sign it.

Initials: _____

Section C: Must be completed for all authorizations

The patient or the patient's representative must read and initial the following statements:

1. I understand that this authorization will expire on __/__/__ (DD/MM/YR) Initials: _____

2. I understand that I may revoke this authorization at any time by notifying the providing organization in writing, but if I do it will not have any effect on any actions they took before they received the revocation. Initials: _____

Signature of patient or patient's representative

(Form MUST be completed before signing)

Date

Printed name of patient's representative: _____

Relationship to the patient: _____

****YOU MAY REFUSE TO SIGN THIS AUTHORIZATION****

***You may not use this form to release information for treatment or payment
except when the information to be released is psychotherapy notes or certain research information.***

DEATH BENEFIT

EMPLOYMENT AGREEMENT

Should an employee die during the term of employment, Mesquite ISD shall pay to the Employee's Estate any accrued compensation due by the end of the month in which the death occurred, if death occurs before the 15th of said month, or within 60 days if death occurs after the 15th of said month.

Employee's Name: _____ Employee I.D.
#: _____

Date of Hire: _____ Campus:

Employee's Designated Appointment of Estate for Last Paycheck:

Name: _____

Address: _____

Telephone: _____

Employee's Signature: _____
Date: _____

In the event of Employee's Designated Appointment of Estate's demise prior to Employee or Change of Mind by Employee Designation, it is the Employee's responsibility to update the designation.

Important Legal Document: Keep a copy of this in your file of important papers.

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