Compliance Training and Annual Policy Acknowledgment

Frequently Asked Questions

1. **What is the Annual Policy and Compliance Acknowledgment?**

   In compliance with state and federal laws, Dallas ISD requires that all employees complete an annual policy and compliance acknowledgment at the beginning of every school year. The annual policy and compliance acknowledgment is a part of the compliance training in Cornerstone.

2. **What will all employees be required to acknowledge?**

   Employees will acknowledge their responsibility to read the Employee Handbook, Educator Code of Ethics, the Annual Employee Notification of District Policies, the Confidentiality Requirements, and the Family Relationship Disclosure, and abide by the standards, policies, and procedures defined or referenced in these documents.

   You can also go to https://www.dallasisd.org/Page/41690 to preview the documents and view other resources.

3. **Are employees governed only by the policies in the handbook or notice?**

   Employees are governed by **all** District policies. As an employee, it is your responsibility to read and become informed of the contents, requirements, and expectations of District policies.

4. **Where can I find Dallas ISD board policies?**

   The Dallas ISD Board Policy Manual is located at https://pol.tasb.org/PolicyOnline?key=361.

5. **Where do I go to log into the application?**

   The policy acknowledgment is a part of the compliance training in Cornerstone.

6. **I am a substitute. Do I need to complete the compliance training and policy acknowledgment?**

   A substitute is an employee of the District and is required to complete the compliance training and policy acknowledgment using the Compliance Learning Portal.

   Go to the Compliance Learning Portal at https://caash.dallasisd.org/ords/caprd/r/prod/sub-compliance-portal/welcome-page?clear=5&session=1826066186100.

   Log in using your employee ID number, last name (as listed in Oracle), and your date of birth.

7. **What if I do not complete the compliance training by the deadline?**

   Employees and their supervisors will continue to receive email notifications that the compliance training has not been completed.

8. **I am a supervisor. How do I know if my employees have not completed the compliance training?**

   Supervisors will receive an email notification with a report containing a list of employees who have not completed the compliance training. Please verify that all direct report staff have completed the compliance training by the deadline.

9. **I am a supervisor. What should I do about employees who are on my list, but who do not report to me?**

   Contact the Human Capital Management Supervisor for your school or department with the discrepancy. Once Oracle has been updated, that employee will be removed from your list.

   Note: The report sent to principals will include all employees assigned to the campus which may include employees from Custodial Services and Food & Child Nutrition Services.

10. **What if I have employees who are currently on a leave of absence?**

    Employees on a leave should complete their training upon return to active status.

11. **I have forgotten my password, and I am unable to log into cornerstone. Who should I contact for assistance?**

    If you have problems logging into the application, contact the IT Service Desk at (972) 925-5630.

12. **What is the deadline to complete the required training?**

    Deadlines will be posted in Cornerstone and included in communications sent to staff.

13. **Who can I contact for more information about the compliance training process?**

    You can send an email to HCMcompliance@dallasisd.org.