



KENNEDALE ISD

2026-2027

Employee Handbook

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Jordan Dunlap, Marketing and Communications Coordinator, dunlapj@kisdtx.net.

Si usted tiene dificultades para acceder la información de este documento debido a una discapacidad, o si necesita este documento traducido en otro idioma, por favor de enviar un correo electrónico a Jordan Dunlap, Marketing and Communications Coordinator, dunlapj@kisdtx.net.

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Employee Handbook Receipt

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the Kennedale 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. The electronic version of the handbook can be accessed online at: <https://pol.tasb.org/PolicyOnline?key=1108>

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 the Human Resources Office or the campus principal's administrative assistant.

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 Administration Office if I have questions or concerns or need further explanation.

Signature _____ Date _____

Introduction

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

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to, and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at <https://pol.tasb.org/PolicyOnline?key=1108>.

District Information

Kennedale Independent School District is located in the southeast corner of Tarrant County. It encompasses 10.69 square miles and is surrounded by Arlington ISD, Mansfield ISD, Fort Worth ISD, and Everman ISD. The attendance zone covers parts of the cities of Kennedale and Arlington.

Description of the District

Kennedale ISD has three elementary schools, one junior high school, and one high school with a total enrollment of approximately 2700 students. KISD has approximately 435 staff members, of which 65% are teachers, administrators, or other professional employees. The percentage of teachers with advanced degrees is 29% and 56% of our teachers have more than ten years of experience.

District Map

<https://www.kennedaleisd.net/parents-community/attendance-zone-and-street-list>

Mission Statement, Goals and Objectives

Kennedale ISD enriches our community by providing an engaging, diverse, safe environment where stakeholders are responsible and accountable for student excellence.

- Goal 1** We will provide exceptional learning experiences to promote high levels of achievement and postsecondary readiness for all students.
- Goal 2** We will engage students, families, and community stakeholders to foster shared responsibility for student success.
- Goal 3** We will ensure that all students and staff learn and work in a safe and supportive environment that is responsive to the academic, social, and emotional needs of our stakeholders.
- Goal 4** The district will establish systemic and systematic operational processes to align resources with its mission, vision, and goals.

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 are 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 3-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district. Current board members include:

Sean Glovier - President

Darryl Owens - Vice President

Debbie Villagomez- Secretary

Esteban Cerda - Member

Maria Cruz-Perez - Member

Dr. Maria Douglas - Member

Natalie McKay - Member

Board Meeting Schedule

The board usually meets every third Thursday at 6:00 PM in the KISD Media Center, located at 901 Wildcat Way, Kennedale, Texas. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Administration building and the KISD website at least 3 business days 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.

Meeting dates are subject to change due to conflicts and holidays

August 20, 2026	January 21, 2027
September 17, 2026	February 18, 2027
October 15, 2026	March 25, 2027 (due to March Break)
November 19, 2026	April 15, 2027
December 17, 2026	May 20, 2027

School Calendar | 2026-2027 Kennedale ISD Adopted Calendar

Administration Office

Dr. Chad Gee, Superintendent
Dr. Julie Vu, Deputy Superintendent
Kati Gilmore, CFO
Andrea Volding, Director of Instructional Services
Brandy King, Director of Human Resources
Brian Franklin, Director of Information Technology
Eileen Mode, Director of Facilities & Operations
Jeffrey Davis, Director of School Safety & Discipline
Laurie Humiston, Director of Food Services
Dr. LaToya Keas, Director of Assessment & Accountability
Tracie Gray, Director of Special Student Services
Tracy Williams, Director of Administrative Services

School Directory

Kennedale High School Principal, Michael Cagle	901 Wildcat Way, Kennedale, TX 76060	817-563-8101
Kennedale Junior High School Principal, Matthew Scott	930 Corry A. Edwards Drive, Kennedale, TX 76060	817-563-8200
James F. Delaney Elementary Principal, Trisha Poore	180 W. Kennedale Parkway, Kennedale, TX 76060	817-563-8400
R. F. Patterson Elementary Principal, Cari Clark	6621 Kelly Elliott Road, Arlington, TX 76001	817-563-8600
JAA Early Childhood Center Principal, Laura Wells	100 W. Mistletoe Dr, Kennedale, TX 76060	817-563-8300
DAEP Administrator, Frankie Bryson	105 W. Kennedale Parkway, Kennedale, TX 76060	817-563-8060

Employment

Equal Employment Opportunity

Policies **DAA, DIA**

In its efforts to promote nondiscrimination and as required by law, Kennedale 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 and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination 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 employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Brandy King, Human Resources Director, 120 W. Kennedale Parkway, Kennedale, TX 76060, kingb@kisdtx.net, 817-563-8025, 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 employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Brandy King, Human Resources Director, 120 W. Kennedale Pkwy., Kennedale, TX 76060, kingb@kisdtx.net, 817-563-8025

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

Reasonable Assurance

Auxiliary employees are in an at-will employment relationship with Kennedale Independent School District. In an at-will relationship, either the employee or the employer can terminate the employment relationship at any time, for any legally permissible reason, without the necessity of providing notice and a hearing.

To provide auxiliary employees the reasonable assurance that employment may continue after the summer vacation, auxiliary employees are issued reasonable assurance of employment letters each May. Auxiliary employees are to sign and return the district's copy. The reasonable assurance of employment letter does not change the at-will employment relationship and cannot be considered a contract or legally binding offer of employment.

Job Vacancy Announcements

Policy **DC**

Announcements of job vacancies by position and location are posted on a regular basis on the district website. For questions relating to job postings, contact Kim Dailey, Personnel Specialist at 817-563-8003.

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 may not exceed one school year. Kennedale ISD's District of Innovation provides relief rule under TEC 21.102 which permits the district to issue a probationary contract for a period of up to two years for experienced educators who are newly hired to KISD.

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.

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

Paraprofessional and Auxiliary Employees. All paraprofessional and auxiliary employees, regardless of certification, are employed at will 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.

Teacher Credentials. No teacher can be paid his or her first months' salary unless he/she has the following on file in the Superintendent's Office and/or Human Resources.

1. Teacher's Certificate
2. Completion of finger printing
3. Test Scores upon request
4. **Official** transcript of college credit showing date degree conferred
5. **Official** Service records (except for beginning teacher)
6. Contract
7. Form W-4 (withholding tax exemption certificate)
8. Employment Eligibility Verification (form I-9)
9. Any other item required by law

Certification and Licenses

*Policies **DBA, DF***

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

A certified employee's contract may be voided without Chapter 21 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 Tracy Williams, Director of Administrative Services at 817-563-8005 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 the Human Resources Office at 817-563-8028 if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

*Policy **DHE, CQ***

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

The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

Employees Required to have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug 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 Superintendent's office.

Health Safety Training

*Policies **DBA, DMA***

District employees who are head directors of a marching band or head coaches or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR) issued by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Tracy Williams, Director of Administrative Services by August 10, 2026.

Nurses, athletic coaches or sponsors, PE teachers, marching band directors, cheerleading coaches, and other certain employees must obtain and maintain certification in the principles and techniques of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) provided by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Tracy Williams, Director of Administrative Services by August 10, 2026.

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).

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 21 for additional information.

Employees Related to Each Other. Employees who are related within the third degree of consanguinity or the second degree of affinity [see DBE(EXHIBT)] shall not be assigned to positions on the same campus if either holds an administrative position.

Teacher Workday – School Assignment. Elementary and Secondary teachers are required to be on duty thirty (30) minutes before the first bell and must remain on duty for fifteen (15) minutes after the final student dismissal bell. Early Childhood and DAEP teachers are required to be on duty fifteen (15) minutes before the first bell and must remain on duty for thirty (30) minutes after the final student dismissal bell. Reasonable accommodations for attending to students’ needs should be made before and/or after official duty hours.

Campus	Duty Start	Class Start	Class End	Duty End
Kennedale High School	7:00 AM	7:30 AM	3:15 PM	3:30 PM
Kennedale Junior High School	7:00 AM	7:30 AM	3:15 PM	3:30 PM
James F. Delaney Elementary	7:45 AM	8:15 AM	4:00 PM	4:15 PM
R. F. Patterson Elementary	7:45 AM	8:15 AM	4:00 PM	4:15 PM
JAA Early Childhood Center	7:15 AM	7:30 AM	3:15 PM	3:45 PM
DAEP	7:15 AM	7:30 AM	3:15 PM	3:45 PM

ADA Accommodations

*Policies **DAA**, **DBB**, **DIA***

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting Brandy King, Director of Human Resources, and identifying an adjustment or change at work that is needed because of a disability. An employee may also submit a written request to Human Resources using the ADA Accommodation Request Form, which is available upon request. To obtain the form or for more information, please contact the Human Resources department directly.

Upon receiving the reasonable accommodation request, Human Resources or the ADA coordinator will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee’s disability and to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee’s personnel file.

After meeting with the employee and reviewing medical documentation, Human Resources will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. Human Resources will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

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.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Brandy King, Human Resources Director, 817-563-8025.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Brandy King, Human Resources Director, 817-563-8025, to begin the interactive process.

Notification to Parents Regarding Qualifications

*Policies **DK, DBA***

In schools receiving Title I funds, the district is required by 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 an uncertified substitute, inappropriately certified teacher or an uncertified teacher. 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, including substitutes. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Tracy Williams, Director of Administrative Services at 817-563-8005.

Outside Employment and Tutoring

*Policy **DBD***

All 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.

Administrators. An employee (other than employees primarily responsible for in-class instruction) who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district may not receive financial benefits for performing personal services for any business entity that conducts or solicits business with the district. With exceptions as noted below, administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefits for performing personal services for other school districts, open enrollment charter schools, and education service centers.

Exceptions apply to an administrator who is not a superintendent, assistant superintendent, or member of a board of managers if the board approves as required by statute. To be approved, services must be performed on the administrator's personal time. Contact Brandy King, Director of Human Resources at 817-563-8025 for more information

Performance Evaluation

*Policy **DN**, **DPB** series*

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

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

KENNEDALE INDEPENDENT SCHOOL DISTRICT
2026-2027 T-TESS Teacher Appraisal Calendar

July 29	District provides T-TESS/TIA orientation for new teachers
August 3-7	Campus administrator provides T-TESS/TIA Update for <i>returning teachers</i>
By September 1	Administrative Services will provide a list of staff to principals by September 1. Principals shall return the spreadsheet to the Director of Administrative Services and the Director of Instructional Services, indicating the assigned appraiser for each staff member.
By September 18	Teacher Self-Assessment (6 weeks from date of orientation)
By September 18	Goal-Setting Conference with appraiser for all teachers new to T-TESS or new to campus (6 weeks from date of orientation)
By September 18	Part I of Goals Form: Data Analysis and Goal-Setting due to appraiser from all teachers (6 weeks from date of orientation)
Within 10 business days of observation	Observation Post-Conference
During Fall Semester By December 17	New Teachers/New to Campus Teachers – Formal Observation
September 1 – April 21	T-TESS Evaluation Period
January 6 – January 29	Student Growth Middle of Year Data Review
Prior to EOY conference	Part II of Goals Form (Goal Reflection) due to appraiser
By May 4	Conclude all EOY T-TESS and Goal-Setting conferences (15 working days before the last day of instruction). <i>TIA eligible positions - Conclude after EOY MAP data has been released.</i>
By May 7	All T-TESS written summative annual appraisal reports and Goal-Setting forms for non-eligible TIA positions must be submitted to the Superintendent's office with teacher rotation spreadsheet.
By May 14	All T-TESS written summative annual appraisal reports and Goal-Setting forms for TIA eligible positions must be submitted to the Superintendent's office with teacher rotation spreadsheet.

★ *Principals are required to facilitate training for all staff hired after New Hire orientation. Late hires have three weeks from start date to complete T-TESS orientation; they must complete initial Goal-Setting, Part I, within six weeks of orientation.*

DATES OBSERVATIONS PROHIBITED

- August 10, 2026 through August 21, 2026 - First 2 weeks of instruction
- September 7, 2026- Labor Day
- October 12, 2026 - Columbus Day
- November 23, 2026 through November 27, 2026 - Thanksgiving Holiday
- December 21, 2026 through January 5, 2027 - Winter Break
- January 18, 2027 – Martin Luther King Day
- February 15, 2027 - Presidents Day
- March 15, 2027 through March 19, 2027 - Spring Break
- March 26, 2027 - Good Friday
- May 31, 2027 - Memorial Day

REMINDERS

- No formal observations during the first two weeks of instruction.
- Walkthroughs may be conducted on any day and at any time throughout the school year.
- No formal observations on the last day of instruction before any official school holiday and on the first day after a holiday.
- The appraisal process shall be completed 15 working days before the last day of instruction for students.
- No formal observation days scheduled for end-of-semester or end-of-year examinations.
- No formal observation days scheduled for STAAR, EOC, or other standardized tests.
- No formal observation days scheduled on staff development days.
- Request for a second appraisal must be submitted in writing to the Superintendent's office by April 9, 2027

Employee Involvement

*Policies **BQA**, **BQB***

At both the campus and district levels, Kennedale 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 Central Office.

Staff Development

*Policy **DMA***

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

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

Mental Health Training

*Policy **DMA***

All district employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students._

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 semi-monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary on a semi-monthly basis, and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 21.)

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 Human Resources at 817-563-8028 for more information about the district's pay schedules or their own pay.

Pay Increases

Employee salaries and wages are reviewed annually by the superintendent for adjustment. Eligibility for general pay increases align with TRS's service credit requirements. "To earn a year of membership service credit, an employee must work in a TRS eligible position or receive paid leave from a TRS eligible position for at least 90 days during the school year."

Paychecks

All professional and salaried employees are paid 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. Employees are responsible for regularly reviewing the accuracy of their pay statement and should contact Human Resource Office if they have any questions.

2026-2027 | Payroll Dates Calendar

Month	Pay Date	Begin Date Supplemental Pay, Sub Pay & Leave Posting	End Date Supplemental Pay, Sub Pay & Leave Posting
September	09-10-26		
	09-25-26	07-26-26	08-29-26
October	10-09-26		
	10-23-26	08-30-26	09-26-26
November	11-10-26		
	11-20-26	09-27-26	10-24-26
December	12-10-26		
	12-18-26	10-25-26	11-28-26
January	01-08-27		
	01-22-27	11-29-26	12-26-26
February	02-10-27		
	02-25-27	12-27-26	01-23-27
March	03-10-27		
	03-25-27	01-24-27	02-27-27
April	04-09-27		
	04-23-27	02-28-27	03-27-27
May	05-07-27		
	05-25-27	03-28-27	04-24-27
June	06-10-27		
	06-25-27	04-25-27	05-29-27
July	07-09-27		
	07-23-27	05-30-27	06-26-27
August	08-10-27		
	08-25-27	06-27-27	07-24-27

Begin Date and **End Date** applies to time worked, substitute pay, hourly pay, overtime, extra duty pay and posting of leave.

Note: If you begin work with KISD on your assigned start date based on the Employment Dates calendar, your yearly salary is divided among 24 equal payments. If you begin work after the school year start date for your job assignment, a pro-rated yearly salary is calculated and divided among the remaining pay dates of the school year.

Substitutes only: Paid monthly on the second pay run. Paychecks are automatically mailed on the pay date of each month unless Human Resources is notified 24 hours in advance to hold.

Automatic Payroll Deposit

Employees have the option to have their paychecks electronically deposited into a designated bank account. To activate this service, you must either:

- Submit a direct deposit request through the employee portal, or
- Submit a completed authorization form directly to Human Resources.

Please note: Direct deposit requests submitted via email will not be processed.

To ensure timely processing, the direct deposit authorization form must be received by the 1st of the pay month. If the 1st falls on a weekend or holiday, the form is due on the previous business day.

Secondary Direct Deposit Option

Employees may also establish a secondary direct deposit to allocate a portion of their paycheck to a different bank account, such as a savings or additional checking account. This option allows a fixed amount of net pay to be deposited into the secondary account, while the remaining balance is deposited into the primary account.

For more information about automatic payroll deposit, please contact Human Resources.

Employee Portal

The district provides employees with access to a secure, online application available year-round. Through this platform, employees can view and manage important information related to their personal compensation and benefits.

Employees may access the website at to view: <https://login11.ascendertx.com/EmployeePortal/login.html?distid=220914>

- Leave balances
- Current and previous day pay information
- W-4 selections and direct deposit information
- Current benefit plan enrollment selections
- Current and past W-2 forms

This website operates on a secure connection and incorporates all necessary security measures to protect the privacy and confidentiality of your information.

If you have any questions or need assistance accessing the site, please contact Human Resources.

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

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 may request payroll deduction for payment of membership dues to professional organizations and KISD Education Foundation.

Salary deductions are automatically made for unauthorized or unpaid leave of absence.

Overpayments. Employees are not entitled to any funds the district overpays. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay.

If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year.

An agreement between an employee and the district must be in place in order to deduct any overpayment.

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 up to and including termination.

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 AM on Sunday and ends at 11:59 PM on Saturday.

Nonexempt employees that are paid on a salary basis are paid for the hours set by the normal work schedule. 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 60 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 is 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.

Health, Dental, and Life Insurance

*Policy **CRD***

Group health insurance coverage is provided through TRS-Active Care, 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-Active Care.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the Human Resource Department for more information.

Employee Benefits

All full-time employees are eligible for health insurance that is partially paid by the district. The district also pays for a life insurance policy for each of these full-time employees. Additional insurance and retirement investment opportunities are offered. The district's supplement of health and life insurance premiums is subject to change annually.

Supplemental Insurance Benefits

*Policy **CRD***

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, supplemental life, disability, etc. Premiums for these programs can be paid by payroll deduction. Employees should contact the Human Resource Department for more information.

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., health, dental, vision, cancer, medical reimbursement, and childcare reimbursement). 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 TASB, effective Sept. 1, 2006.

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 campus nurse, principal and/or immediate supervisor.

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 34 for information on use of paid leave for such absences.

Return to Work Process

Return to Work is the process of returning an injured employee to meaningful employment at the earliest time possible, that is consistent with good medical care with specific restrictions on the activity allowed in order to protect the employee from getting re-injured.

A. Several Important Principles are Essential to Achieve this:

1. A doctor will determine when an employee can return to work and what restrictions are necessary on their activities.
2. KISD will attempt to accommodate every employee and find work that meets those restrictions.

B. The immediate supervisor is responsible for coordinating return to work procedures with the employee from the time of injury until they resume their pre-injury duties. Commitment to Total and Immediate Accommodation.

1. Very few injuries are totally incapacitating. With a commitment to total accommodation and good communication between the doctor and employer, the vast majority of injured employees can be returned to work immediately following medical treatment, or at least within a few days.
2. A successful return to work program starts by changing the focus from the negative “What can’t the employee do” to the positive “What can the employee do.” Once post injury abilities are considered, it is much easier to identify jobs and tasks which fit those abilities.
3. KISD will make a reasonable and conscientious effort to provide the employee an opportunity to return to the work force just as soon as their abilities can make a positive contribution of any kind. Each supervisor is responsible for carrying out this commitment.

C. Supervisor Involvement and Coordination

1. When an injury occurs, it is the supervisor’s responsibility to follow the “Accident Procedures” and when necessary, take the employee to a physician or emergency clinic.
2. The “Attending Physician’s Return to Work Recommendation Record” is to be supplied and taken to the doctor at the time of the initial visit and at each visit thereafter. The doctor will outline on this form the type of work that is appropriate, and the restrictions that are necessary and the length of time they are necessary.
3. If the supervisor has taken the injured employee to receive treatment, the supervisor will wait until the employee has seen the doctor, return to work, been sent home, or has been turned over to their family.
4. Each day thereafter, the supervisor will contact the employee to check on recovery and to work out the actual details of getting the employee back to work at the earliest possible time.

D. Limited or Modified Duty Assignments

1. Limited Duty is involved when an injured employee is brought back to work and placed temporarily within a job that is not as physically taxing or demanding as their normal job.
2. Modified Duty is involved when an injured employee is brought back to their normal job that has been modified to meet the restrictions assigned by a physician.

E. Communicating the Modified Duty Job Offer

1. The offer to return to modified or limited duty should be made verbally to the employee and confirmed in writing sent by certified mail. Most employees will want to return to work as quickly as possible; however, there will be a few who will not. In those few cases, the certified mail receipt will be used as evidence that an offer has been made.

F. Avoiding Re-injury

1. Only those tasks which meet the doctor’s restrictions are allowed to be performed by the employee.
2. Both the employee and the supervisor are responsible for keeping the work within the limitations and avoiding re-injury.

G. Accidents Are Not an Excuse to Terminate an Employee

1. Sometimes supervisors are tempted to use a workers’ compensation claim as an excuse to get rid of an employee whose productivity, attitude, etc., is causing them a problem. This is not allowed. Unless the employee is currently undergoing discipline for poor performance, a supervisor who doesn’t want someone back for these reasons has not adequately dealt with the performance issue prior to the injury.
2. As soon as they are ready, the employee will be brought back and the supervisor will begin, or continue, to deal with the performance issues.

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 Human Resource Director, Brandy King.

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 Human Resource Department as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov). See page 10 for information on restrictions of employment of retirees in Texas public schools.

403 (b) and 457 Plans

Kennedale ISD maintains a section 403(b) and 457 retirement plans. As an employee of Kennedale ISD, you are eligible to participate in our group's retirement plan through salary deferral.

A 403(b) plan, also known as a tax-sheltered annuity (TSA) plan, is a tax deferred retirement plan for certain employees of public schools, employees of certain tax-exempt organizations, and certain ministers.

A 457 Deferred Compensation Plan is a supplemental retirement savings program that allows you to make contributions on a pre-tax basis.

You are able to sign up for a 403(b) or 457 plan at any time during the year, as well as make any changes to your contributions. To set up an account, to get more information on the various products listed under vendors or to get a complete plan description for Kennedale ISD, log on to the JEM website at www.region10rams.org.

To set up an account click on "login", "then click here" under new participants. Enter your Social Security Number as the User ID and "kennedale403" as the password. Should you have additional questions, feel free to contact the Third-Party Administrator of our plans:

JEM Resource Partners | 900 S Capital of Texas Highway, Suite 350 | Austin, TX 78746
Phone (800) 943-9179 Fax (888) 989-9247

Other Benefit Programs Activity Passes

District employees are provided with a District ID which allows the employee free admission into all school sponsored extracurricular activities in Kennedale ISD for the employee only.

District Transfer of Employees' Children

- A. Children of nonresident full-time employees may attend district school's tuition-free. The superintendent or designee will make the determination of the elementary campuses based upon current enrollments. Preference will be given to campus employees.

To clarify the term “full-time”, an employee must serve in his/her position at least 30 hours per week and must be employed for the actual school year (principals, teachers, aides, custodians and lunchroom employees) or for 12 months (administration, maintenance).

- B. Other individuals hired on a temporary basis or whose minimum work time is less than that described above will not be eligible for this benefit. If an employee leaves the employment of the district during the last three weeks of a semester, the employee’s child may be allowed to complete the semester with administrative approval.
- C. It is a privilege for employees’ children to attend KISD. If an employee’s child abuses this privilege by disregarding or violating student discipline policies, the child will be withdrawn from the school district at the full discretion of the campus principal.
- D. Children are defined as biological, adopted, fostered, or step.
- E. Once a campus is selected that campus becomes the student’s home campus.

Leaves and Absences

Policies CRD, DBB, DEC, DECA, DECB, DED, DG

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 the Human Resource Department 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 Leave
- State Sick Leave

Use of extended sick leave or sick leave temporary pool days shall be permitted only after all available state and local leave, and paid vacation, if applicable, have been exhausted.

The combination of state sick leave, local leave, and state personal leave shall not exceed 5 consecutive workdays. Absences exceeding 5 consecutive workdays will be considered unapproved and will result in a pay reduction for each additional day of absence unless a medical certification is provided. (See Deductions/Leave Without Pay, page 28 and Medical Certification, page 26).

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee’s pay.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a ‘no call/no show’. An employee who is absent for 5 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

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 or 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).

Family Emergency. The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day. A “leave day” for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

School Year. A “school year” for purposes of earning, using, or recording leave shall mean the term of the employee’s annual employment as set by the District for the employee’s usual assignment, whether full-time or part-time.

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 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 district may require medical certification due to an employee’s questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee request FMLA leave for the employee’s serious health condition, a serious health condition of the employee’s spouse, parent, or child, or for military caregiver leave.

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 FML. 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 request to his or her principal or supervisor a minimum of 3 days in advance of the anticipated absence. 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. Due to the absence management system requirements, supervisor approval of a discretionary absence on a protected day does not constitute approval of the absence with pay. Rather, the supervisor is merely acknowledging the absence has been entered and that the employee is aware of the dock day policy.

Duration of Leave. Discretionary use of state personal leave shall not exceed three consecutive workdays.

Limitations. Discretionary use of leave shall not be allowed on the day before or after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state- mandated assessments, and on days scheduled for professional or staff development.

An exception may be made to the above limitations after the building principal or supervisor reviews the request and considers the effect that the employee's absence would have on the educational program or District operations, as well as the availability of substitutes.

Leave Proration. If an employee separates from employment with the district before his or her last duty day of the school year or begins employment after the first duty day of the school year, 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

All employees shall earn five paid local leave days per school year in accordance with administrative regulations. Local leave shall accumulate without limit.

Local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995–96 school year [see DEC(LEGAL)], except that an employee may donate local leave to a sick leave pool.

An employee may also use local leave for absences related to the birth or placement of a child when leave is taken within the first year after the child's birth, adoption, or foster placement.

An employee who retires or resigns in order to be employed elsewhere shall forfeit any accumulated unused local leave, and the leave shall not be available for use in the District.

Extended Sick Leave. An employee who has been employed by the District at least one year, has exhausted all paid leave benefits, including paid vacation, if applicable, and has a serious health condition as defined under the Family Medical Leave Act [see DECA] may be granted up to 20 leave days of extended sick leave, with reduced pay. Pay reduction shall be determined as follows:

1. Professional staff: \$95
2. Paraprofessional/auxiliary staff: \$25

Extended sick leave shall not accumulate. All benefits, requirements, and restrictions of FMLA shall be applicable to extended sick leave. Medical certification shall be required.

Availability. The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

Earning Local Leave. An employee shall not earn any local leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status. When an employee has used more leave than he or she has earned, the District shall deduct the cost of unearned leave days from the employee's paycheck in accordance with the payroll dates calendar or from the employee's final paycheck of the year.

Deductions/Leave Without Pay. The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Leave Proration/Employed For Less Than Full Year. If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave and local leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for local leave the employee used but had not earned as of the date of separation.

Employed For Full Year. If an employee uses more local leave than he or she earned and remains employed with the District through his or her last duty day, the District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.

Leave shall be recorded as follows:

1. Leave shall be recorded in half-day increments for all employees, whether or not a substitute is employed.
2. If the employee is taking intermittent FML, leave shall be recorded in one-hour increments.

Sick Leave Pool

Catastrophic Illness or Injury. A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Examples of illness that qualify for the benefits of a sick leave pool shall include, but shall not be limited to, cancer, heart disease, multiple sclerosis, and muscular dystrophy. Sick leave pool benefits shall not be made available for injuries resulting from or incurred while the employee is intoxicated or under the influence of any illegal drug or any narcotic unless it has been administered on the advice of a physician. Complications resulting from pregnancy shall be treated the same as any other condition. Routine and/or elective surgeries without serious complications shall not be considered a catastrophic illness or injury.

Eligibility. A full-time and benefit-eligible employee who has exhausted all paid leave, including paid vacation days and extended sick leave, if applicable, and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate local leave for use by the eligible employee. For the purposes of the sick leave pool, immediate family shall be defined as above at FAMILY, with the exception of any other person residing in the employee's household.

Regulations. Employees may donate no more than two local leave days per school year in full day increments. The maximum number of sick leave pool days that can be granted to any employee shall be 20 leave days per request. The employee may apply for additional sick leave pool days after missing five consecutive workdays without benefit of compensation. The total number of sick leave pool days that can be granted to an employee in any school year shall be 40 leave days.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

Unused sick leave pool days, if any, shall revert to the donors in the order last donated, first returned. Unused days shall be returned in increments of whole or half days.

Appeal. All decisions regarding the establishment or implementation of the District's sick leave pool may be appealed in accordance with DGBA (LOCAL), beginning with the superintendent or designee.

Family and Medical Leave Act (FMLA) General Provisions

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

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption, or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child, or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military service member.

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

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer, You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different “hours of service” requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state, or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer’s normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your employer **must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information? Call **1-866-487-9243** or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with the WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



Family and Medical Leave Act (FMLA) Local Provision

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

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

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave.

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 Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured forward from the date an individual employee's first FML begins.

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. Teachers have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child.

Combined Leave for Spouses. When both spouses 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 caregivers 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 shall 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.

Certification of Leave. When an employee request leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.

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. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. 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. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

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

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester.

The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (see DECA (LEGAL)).

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

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

Temporary Disability Leave

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

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

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

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

When an employee is ready to return to work, the Human Resource Department should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the 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.

Vacation

Policy *DED*

All 12-month full-time employees shall be eligible for two weeks of vacation. Full-time employees who work a minimum of 217 days shall be eligible for two weeks of paid vacation after having been employed by the school district for a minimum of six (6) months.

Full-time employees who work a minimum of 217 days shall also earn one-week honor pay after ten (10) years continual service and two (2) weeks of honor pay after fifteen (15) years of continual service to be paid in November or June. It is the responsibility of the employee to designate the month to receive the honor pay.

Eligibility for year of service aligns with TRS's service record requirement.

"To earn a year of membership service credit, an employee must work in a TRS eligible position for at least 90 days during the school year."

An employee wishing to take vacation days must submit a request to his or her principal or supervisor a minimum of 3 workdays in advance of the anticipated absence. Vacation schedules shall be approved by the employee's supervisor and the Superintendent. The approving supervisor may consider the effect the employee's absence would have on the educational program or department operations during the approval process. Vacation days must be submitted to and maintained on the District Vacation Calendar to be kept in Human Resources.

Vacation days shall be used by December 31 following the end of the school year in which they were earned.

Any variations to the normal two-week vacation schedule must have prior administrative approval. Paid vacation days shall be non-cumulative and shall not be reimbursed upon an employee's separation from employment with the District. When an employee separates from employment and has taken more vacation days than he/she has earned, the District shall deduct the cost of the vacation days, at the employee's daily rate of pay, from the employee's last paycheck after the employee ceases to be employed by the District.

Vacation is discretionary leave and will be denied if requested during the final two work weeks of employment.

When an employee retires, resigns, or is released, he/she shall not be eligible to receive a pro-rate recuperation for unused vacation accrued prior to termination except within the provision of this policy.

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

Neutral Absence Control

Prompt and regular attendance is an essential function of every District position. To assist employees the District offers a comprehensive leave program that provides paid and unpaid leave to employees. Medical certification of the need for leave may be required. [See Medical Certification] If the District determines that an employee violated any leave policy, this shall result in immediate disciplinary action that could include a recommendation of termination. If an employee is unable to return to work after all periods of approved leave are exhausted, employment may be terminated in accordance with District policy. [See DCD(LOCAL) and (REGULATION) and DF(LEGAL) AND (EXHIBIT)]

Job Abandonment

An employee who is absent from work for five or more consecutive working days without notice or approval, and who cannot be reached by the immediate supervisor, may be separated from the District due to job abandonment in accordance with District policy. (See DFBB, DCD, and DF series)

Workers' Compensation Benefits

Workers' compensation is not a form of leave. 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 accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre- illness or injury wage.

Assault Leave

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

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

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

Bereavement Leave

Use of state sick leave or local leave for death of a member of the employee's immediate family shall not exceed five workdays per occurrence, subject to the approval of the District.

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.

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

Compliance with a Subpoena

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

Truancy Court Appearances

An employee who is a parent, guardian of a child, or 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 the Human Resource Department. 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 Human Resource Department 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 Service Awards, Retiree Awards, Teacher of the Year Awards, and Positively Awesome Wildcat (PAW) Recognition.

District Communications

Throughout the school year, the Marketing and Communications Department and campuses publish newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and community information pertaining to school activities and achievements.

For further information, contact Jordan Dunlap, Marketing and Communications Coordinator at dunlapj@kisdtx.net or 817-563- 8055.

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 concern and complaints can be found at the end of this handbook, and can be found online at:

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=1108&code=DGBA#localTabContent>.

Please contact Brandy King, Director of Human Resources, for further information and/or the Employee Grievance Form.

Employee Conduct and Welfare

Standards of Conduct

Policy **DH**, **DHA**

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 up to and including termination.
- 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, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC by the superintendent. See Reports to the Texas Education Agency, page 42 for additional information.

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

Texas Educators' Code of Ethics

Purpose and Scope

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

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 that are used 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.

Standard 1.14. The educator shall comply with the prohibitions on diversity, equity, and inclusion duties in Texas Education Code (TEC), §11.005.

Standard 1.15. The educator shall comply with the prohibitions on assistance with social transitioning in TEC, §11.401.

Standard 1.16. The educator shall comply with the restrictions on instruction regarding sexual orientation and gender identity in TEC, §28.0043.

Standard 1.17. The educator shall comply with the requirements to provide full information to a parent concerning a student in TEC, §26.008.

Standard 1.18. The educator shall not promote, advocate, or encourage, in a manner that is reasonably accessible or visible to students, illegal conduct:

- I. described by TEC, §22A.201(a); or
- II. directly related to student behavior or school property.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

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. Factors that may be considered in context and on the totality of the circumstances in assessing whether appropriate boundaries were maintained include, but are not limited to:

- I. physical proximity or physical contact beyond the professional role or that the student has indicated is unwelcome, unless such contact is professionally required;
- II. contacting or meeting the student beyond the professional role or making efforts to gain access to or time alone with a student with no discernible professional purpose;
- III. transporting the student without permission from the student's legal guardian or in violation of school board policy, unless for an emergency;
- IV. taking or possessing a photo or video of the student beyond the professional role or in violation of school board policy; and
- V. showing favoritism or isolation through gifts, rewards, or privileges.

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 context and on the totality of the circumstances 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 and
- VII. whether the communication could be reasonably interpreted as threatening the welfare and/or safety of the student.

Discrimination, Harassment, and Retaliation

Policies [DH](#), [DIA](#)

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

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 coordinator's 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 found online in [DIA\(LOCAL\)](#).

Harassment of Students

Policies **DF, 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 41 and *Bullying*, page 59 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students can be found in the policies listed above in the corresponding section and in policy online at: <https://pol.tasb.org/PolicyOnline?key=1108>.

Reporting Suspected Child Abuse

Policies **DG, GRA, FFG**

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within **24 hours** after the employee has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety (DPS), a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of a child (including a teacher), the report of alleged abuse or neglect must be made to DFPS even if a report is made to law enforcement.

Employees are also required to make a report if they have reasonable 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 DFPS can be made using the Texas Abuse Hotline (<https://www.txabusehotline.org/Login/Default.aspx> or 800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, a 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 make the required report 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 the abuse or neglect. In addition, a certified employee's failure to report 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

Policy [FFG](#)

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at policy online at [FFG](#). 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. Abuse in the Texas Family Code is defined to include any sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, 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 has reasonable cause to believe 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*.

Reports to Texas Education Agency

Policies [DF](#), [DHB](#), [DHC](#)

The conduct of an employee must be reported to TEA within 48 hours 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
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

For a certified employee, the conduct below must be reported not later than the seventh business day after termination or resignation or notice from the principal:

- 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).

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.

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, CQD***

The district's technology resources, including its networks, computer systems, email 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 , is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.
- Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students.

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

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension 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 the Technology Department.

Personal Use of Electronic Communications

*Policy **CQ, CY, DHA***

Electronic communications include all forms of social media, such as text messaging, instant messaging, electronic mail (email), 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, X, LinkedIn, Instagram). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct.

If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the

employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee 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, mealtimes, 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 and campus trademarks, including names, logos, mascots, symbols or other copyrighted material on social media or in texts without 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 email 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 the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol.
- The employee and the student have a social relationship outside of school.

- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- *Electronic communications* 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 email, 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, school psychologists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
 - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
- For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district email address. The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network 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 9:00 p.m. and 7:00 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 DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, 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 school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

*Policy **DH, GB***

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***

All employees are 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 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, DHB, DHC***

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 Texas Family Code.

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.

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies DHB(LEGAL) and DHC(LEGAL) for timelines and conduct that will result in reporting.

Alcohol and Drug-Abuse Prevention

Policy DH

Kennedale 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.

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using, or possessing e-cigarettes or tobacco products 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.

"E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device, regardless of whether the liquid solution or material contains nicotine. The term does not include a prescription medical device, prescription medication, or other prescribed substance unrelated to the cessation of smoking. The term "e-cigarette" includes:

1. A device regardless of whether it is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

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

Intellectual Property

Students: Students maintain ownership over all works created, including those created with District resources, unless the student has been explicitly hired to create a work for the District and agrees to District ownership of the work. Student ownership includes ownership of the intellectual property rights in the work (e.g., copyrights, trademarks, patents).

Employees: The District owns any work created by an employee using District resources or on District time (e.g., while being paid by the District).

Examples of employee works include works created as a requirement of the employee's position and works which the employee voluntarily creates using District resources or while on District time: instructional materials, artwork, photographs, music, writings, software, technology, etc.

Employee created the work in the course of performing job responsibilities Employee may not hold the work out to others as his/her property and may not financially benefit from the work. Ex: If an administrator learns that a teacher is selling instructional materials developed for the District or using District resources, the administrator should immediately notify the teacher that the work is the property of the District, and the teacher may not sell the materials.

Employee created the work for the District as part of a special project An employee who is asked to or allowed to using District resources or time to create a work for the District does not own the work and should not be permitted to financially benefit from the work unless expressly authorized by the Superintendent or designee. Ex: *If an employee agrees to assist in the development of a campus's new logo, the administrator should notify the employee in writing that the work belongs to the District and the employee may not use or financially benefit from the logo without express written consent of the Superintendent or designee. The administrator should also monitor the amount of District time employee is using for development of the work and should ensure that the special project is not interfering with the performance of employee's regular job duties.*

Employee is using District resources/time for personal venture unrelated to school Employee may not use District time or resources on a personal venture or for the employee's personal financial gain. Ex: If an administrator learns that a teacher has a marketing business on the side and has been using class time and District technology to create marketing videos and communicate with clients, the administrator should immediately direct the teacher to cease any work on his/her personal venture during the school day and cease use of District resources.

If you witness or learn about an employee pursuing personal business interests using school time or resources, promptly notify your supervisor so the District can ensure the proper use and protection of public resources. Do not communicate to the employee that they own the work. Depending on the situation, it may be necessary to communicate with the employee in writing regarding the ownership of the work, appropriate usage of District resources/time, or to direct the employee to refrain from any personal venture activities while on District time.

Employee Responsibility or District Property Employees are expected to exercise reasonable care in the use of District-owned property and equipment. Employees may be held responsible for the cost of repair or replacement of any District-owned property or equipment that is damaged or destroyed as a result of the employee's negligence, intentional misconduct, or use of District property outside the scope of assigned job duties or in violation of District policy.

The District shall determine the cause of any damage through its established investigative process. The employee shall be notified in writing of any determination that:

1. The damage was caused by the employee's negligence, intentional misconduct, or use of District property outside the scope of assigned job duties or in violation of District policy;
2. The cost of repair or replacement associated with the damage; and
3. Any anticipated deductions from the employee's future payroll where permitted by law, as reimbursement for the determined damages.

An employee may dispute any determination related to damages through the applicable grievance or complaint procedures.

A violation of District policies, regulations, or procedures may also result in disciplinary action, up to and including termination of employment, in accordance with District procedures and applicable law.

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 & Security

*Policy **CK series***

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 51 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.
- Always keep work areas clean and orderly.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact the Director of School Safety and Discipline at 817-563-8018.

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.

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 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 911 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 [CSC](#)

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 available at the Administration office and is available for inspection during normal business hours. Contact Facility and Operations at 817-563-8015 for any questions.

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 at all KISD locations. 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.

General Procedures

Emergency School Closing

Policy [EB](#)

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 local television stations.

Emergencies

Policies **CKC, CKD**

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

Purchasing Procedures

Policy **CH**

All requests for purchases must be submitted to the purchasing/finance department through the financial software, Ascender, with the appropriate approvals. 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 finance office. Contact the Finance Office for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resource Department if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Employees must contact Human Resources to complete an official name change. However, employees may update their address information directly through the employee portal.

Specific Guidelines for Federal Funds

All encumbrances and expenditures of approved funds shall occur on or after the effective submission date of the application or amendment (date application or amendment was submitted to TEA, or the first day grant funds are available for obligation, whichever is later).

Kennedale ISD must liquidate all encumbrances incurred under the grant by the time the final expenditure report (FER) is due, typically 30 days after the project end period. Supplies, materials, and/or equipment which have been ordered during the grant period must be received in time to benefit the grant period.

KISD Employee Travel Procedures

Policy **CBB, DEE**

An employee can participate in travel for District business only with prior approval from the employee's supervisor and in accordance with administrative regulations. Prior to travel, the employee is to create a travel voucher to be submitted to the employee's supervisor for approval. Once approved by the employee's supervisor, it needs to be routed to the campus secretary for PO approval. Employees will need to use good judgment and prudence in the expenditure of district funds when traveling.

Travelers are expected to select the most economical and practical accommodations, arrangements and services in accordance with the needs of the trip. KISD travel should not be procured through any 3rd party vendors. For example: Expedia, Travelocity or any independent travel reservation company. 3rd party vendors are not required to accept our district tax exemption form, so therefore taxes and fees can be charged. All travelers, as well as supervisors approving travel shall comply with federal, state and local guidelines. Requests for exceptions to these regulations must be made in writing prior to taking a trip and signed by the Superintendent or designee.

If conference fees are to be paid by the District, a separate purchase requisition must be submitted for the conference fee at least two weeks prior to the registration deadline. The employee will need to check out the district credit card prior to travel. For any allowable expenses incurred, the employee shall submit the approved travel voucher with itemized receipts, including but not limited to parking, lodging, shuttle service, and meals documenting actual expenses upon return to the District.

Please note, hotel and meal reimbursement are not eligible if the travel is within Region 11.

Hotel Accommodations

KISD will cover the cost of overnight trips and follow the GSA rate guidelines. KISD will cover the cost of the hotel listed as the host hotel where the conference or seminar is being held, at a reasonable rate comparable to the GSA rate, or at an alternate location when necessary. If a spouse attends with a KISD employee, any additional room costs must be paid for by the employee. The employee may make the hotel reservation using a district credit card to secure the reservation. 3rd party vendors shall not be used to secure any reservations when booking travel. Travelers need to read the hotel reservation details carefully to become aware of any additional charges that may be incurred such as parking, penalty free cancellation deadlines, when the charge will occur, or if a late checkout penalty is applicable.

Meals (Employees and Students)

KISD follows the GSA Meal Per Diem Rate for overnight travel and non-overnight travel that is more than 6 consecutive hours and is outside of Region 11. GSA Meal Per Diem Rate Example: First & Last Day of travel \$60, all other days would \$80 (breakfast: \$20, lunch: \$22, dinner: \$33, and incidentals \$5) KISD will issue a credit card and tax exemption card to be used for travel expenses. The employee must submit itemized receipts for meals that show each item purchased and cost associated. A credit card receipt with just the total cost is not acceptable. Any meal expenses incurred beyond the GSA per diem rate shall be paid for by the employee, as well as any taxes that are not waived due to the employee's failure to use the tax exemption card.

Students: The District will only incur costs for student meals for student groups or individuals who are performing or competing at a competition or event at the State level.

District Vehicle Requests

KISD maintains a fleet of vehicles for employees to use when traveling for school business. A Vehicle Request Form is located on the KISD website under the Transportation tab. The form will only be visible if you are signed in as staff. Complete and submit the form which will route to the appropriate personnel for approval. Once the form is submitted the employee will get email confirmation and a copy of the form will be forwarded to the Facilities & Operations Department.

If a vehicle is available, key packet pickup is at the Administration Building. The packet needs to be picked up prior to the day of travel. Packets will include a Fuelman Credit Card, insurance ID card, and emergency contact information. Fuelman stations are located nationwide and must be used while using district vehicles. Fuel purchases from other stations will not be reimbursed. Information on how to use the card and locate stations will be in the packet with a credit card. Tollways can be used across the state of Texas, and all vehicles have a toll tag. Please ensure to encumber toll tag fees on a **standalone PO** if your trip will include toll fees. A toll fee calculator can be found by going to <https://www.ntta.org/toll-calculator>.

If a district vehicle is not available, you may be approved to drive your own vehicle. If you are approved for driving your own vehicle, you will be reimbursed for mileage at what rate is set at the time of travel determined by the US General Services Administration (GSA). KISD will only pay mileage and will not reimburse gas expenses. Questions should be directed to the Facilities & Operations Department at 817-563-8015 or by emailing Heather Gulseth at gulsethh@kisdtx.net.

GSA rates for mileage reimbursement can be found on GSA website at [GSA Mileage Per Diem](#).

Expenditure Reporting, Draw Down Requests, and Cash Management for Federal Programs

Kennedale ISD will only request federal reimbursement from TEA for money that was actually spent. After payroll is complete, a report will be created for the draw down using the payroll journal and the detailed general expenditure ledger. The CFO will create the report.

The report is then approved by the CFO and sent to TEA to request funds. Since Kennedale ISD only requests funds that have actually been expended, there should be no variances from what is reported to TEA. However, a spreadsheet will also be kept that will indicate if there are variances.

Kennedale ISD will request federal reimbursement of actual costs for supplies and materials after district expenditure has been made. Therefore, there should be no cash on hand that is not accounted for.

Kennedale ISD will request payment through TEA's ER system. KISD will report expenditures by class/object code in ER when it requests each payment. KISD will request draw downs on a monthly basis. The final expenditure report will be filed in ER within 30 days after the ending date of the grant.

Budget Amendments

Amendments to board approved budgets can be approved in two ways:

1. Funds to be moved from one expenditure code to another within the same function (ex. 11- 6391-supplies to 11- 6492-awards) can be approved by the CFO and the principal electronically.
2. Funds to be moved from one function code to another (ex.11-6391-instruction to 36-6492- extra- curricular) must be approved by the Board of Trustees.

Budget Amendments NOT Requiring Board Approval:

1. The campus/department secretary will initiate the budget amendment through finance software. Once submitted the request will go through the approval process.

Budget Amendments Requiring Board Approval:

1. The campus/department secretary will initiate the Budget Amendment Form, obtain approval from the campus principal/supervisor, then submit to the CFO for Board Approval.

Procedures to Amend the Budget:

1. The Finance Office must receive change requests that require board approval two weeks prior to the school board meeting to be placed on the board agenda. If received after that time, the request will be held until the next monthly board meeting. These requests must also be prepared in time to meet the spending deadline.

Personnel Records

Policies **DBA, GBA**

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address 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
- Emergency contact information
- Information that reveals whether they have family members

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

Facility Use

Policies DGA, GKD

KISD employees who wish to use district facilities after school hours must follow established procedures. Campus events will be scheduled by the campus principal, but district procedures must be followed as well. All other facility use should be submitted through Facility & Operations Department. Forms are on the district website. HVAC needs and Fees will be determined by Facility & Operations Department.

Termination of Employment

Resignations

Policies DFE, DHB

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 superintendent or other persons designated by the board of trustees, which includes the employees immediate supervisor. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent or other person designated by board action.

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 of the following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- 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 superintendent is required to report such conduct to TEA.

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

The principal or director is required to notify the superintendent of a non-certified employee's resignation or termination within seven business days for any of the following:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor,
- Was involved in or solicited a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The superintendent is required to report such conduct to TEA.

Dismissal or Nonrenewal of Contract Employees

Policies [DF Series](#), [DHB](#), [DPA](#), [DPB](#)

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.

The reporting requirements for termination of a contract are the same as those listed above in Resignations/Contract Employees

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

Policies [DCD](#), [DHC](#), [DPA](#), [DPB](#)

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 36)

The reporting requirements for termination of a noncertified employee are the same as those listed above in Resignations/Noncontract Employees.

Discharge of Convicted Employees

Policy [DF](#)

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If the Title 5, Penal Code 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.

Final Check upon Termination

When an employee leaves the employment of the KISD voluntarily or terminated, he or she will be paid the final check on the next semi-monthly payroll in accordance with Texas Law, provided that the employee checks out through the district Human Resources department, completes all required exit forms, and returns all district issued keys, books, badges, uniforms, and property, including intellectual property.

Exit Interviews and Procedures

*Policy **DC, CY***

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. 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, badges, uniforms, and property, including intellectual property must be returned upon separation from employment.

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.

Prohibition on Diversity, Equity and Inclusion

*Policies **DF, DH***

Except as required by state or federal law, district employees are prohibited from engaging in diversity, equity, and inclusion activities, including assigning diversity, equity, and inclusion duties to any person. Any employee who intentionally or knowingly engages in or assigns diversity, equity, and inclusion duties to another person will be subject to appropriate discipline, including termination of employment.

Prohibited Classroom Instruction

*Policies **DF, DH***

District employees are prohibited from engaging in an act prohibited by Education Code 28.0022 (Certain Instructional Requirements and Prohibitions). Any district employee intentionally or knowingly engaging in or assigning to another individual activities related to controversial topics described in Education Code 28.0022 is subject to disciplinary action, including termination of employment.

Student Issues

Equal Educational Opportunities

*Policies **FB, FFH***

In an effort to promote nondiscrimination and as required by law, Kennedale 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 of students based on any of the reasons listed above should be directed to Jeff Davis, Director of School Safety & Discipline at 120 W. Kennedale Pkwy., Kennedale, TX 76060, davisj@kisdtx.net or 817-563-8018.

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.

Please consider the possible liability which you, as a school district employee, could face if a student should have a reaction to a medication provided by you.

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 students.

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.

District's Jurisdiction

The District has jurisdiction over its students during the regular school day and while going to and from school on District transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school related activity, regardless of time or location, and any school related misconduct, regardless of time or location.

Physical Restraint

Any District employee that has appropriate training required by the District may, within the scope of the employee's duties, use and apply physical restraint, to a student if the employee reasonably believes restraint is necessary. See policy **FO**.

Students-Search and Seize

For information, regarding students search and seizure see policy **FNF**.

Student Attendance

*Policy **FEB***

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

Release of Students to Anyone Except Parent/Guardian

Students shall not be released from school at times other than regular dismissal hours except with the permission of the principal of the school. It shall be the responsibility of the teacher to determine that such permission has been granted before allowing the student to leave. In those instances, students should be released only to the parent or legal guardian unless a written authorization from the parent/legal guardian otherwise stipulates.

Transporting Students

The District strongly discourages employees from transporting students in personal vehicles for any reason. If an employee does transport a student, the employee's personal liability insurance is responsible for coverage in the event of an accident. Transporting students in a personal vehicle is only permitted under urgent circumstances. In such cases, employees must obtain prior permission from both their supervisor and the student's parent or guardian. Failure to secure the required permissions may result in disciplinary action.

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 campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

Student Welfare Freedom from Bullying

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

Bullying Prohibited. The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

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

Retaliation. The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting. Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report. To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee.

The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report. Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Report Format. A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

Notice of Report. When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

Prohibited Conduct. The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability.

If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

Investigation of Report. The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Concluding the Investigation. Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

Notice to Parents. If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action

Bullying. If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

Discipline. A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers. The principal or designee shall refer to FDB for transfer provisions.

Counseling. The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper conduct. If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal. A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

Records Retention. Retention of records shall be in accordance with CPC(LOCAL). Access to Policy and Procedures. This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks.

Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative departments.

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.

Supplemental Teaching Material

1. All materials must be reviewed and approved by the principal *before* being shared with students.
2. No video, film, or movie may be used for entertainment purposes. When used for educational purposes, audiovisual material may serve as supplementary teaching tools to support the course curriculum standards.
3. Videos, films, and movies may not be shown in their entirety. If short excerpts (15 minutes or less) are shown, they must be preceded and followed by questions, discussions, and activities to support the learning objectives.
4. Video, film, and movie rentals or accessed via streaming services (e.g., Netflix, Hulu, etc.) are not allowed.
5. Materials in the school library and on loan from the service center (films, videos, etc.) are considered approved materials. However, the teacher must always preview material to be used and receive approval from the principal to evaluate age appropriateness and suitability for the classroom.
6. Alternatives should be available to those students who object to the material being used. No penalty should be assessed for non-participation as long as alternatives are available.

Reference policies [EFA](#) and [EFB](#).

Violation of these guidelines could result in disciplinary actions up to including termination.

Employee Safety Policy

The Kennedale Independent School District (KISD) utilizes a safety program to mitigate and minimize workplace injuries. All KISD employees should take an active role in reducing preventable safety accidents. Employees with leadership and supervisory responsibility or positions within the District are expected to adhere to established safety guidelines and procedures. This includes identifying and reporting potential safety issues to the appropriate office or individual as needed.

Campus Administrators and Supervisor Expectations

Campus administrators and supervisors (principals, assistant principals, directors, operational supervisors, etc.) are responsible for promoting a safety conscious culture in their areas of responsibility. Supervisors are responsible for ensuring that required training is completed and that all directives and mandates are followed at both the campus and district level.

As required by KISD policy, supervisors will schedule and facilitate safety meetings with staff, complete safety inspections, and conduct accident investigations. Supervisors are also responsible for meeting safety requirements as outlined by local and state guidelines.

Supervisors are expected to hold employees accountable for following proper safety procedures in the workplace. Safety protocols and expectations will be included in a supervisor's performance review.

Employee Expectations

Employees are responsible for participating in safety meetings, cooperating with immediate supervisors, complying with the safety rules of the district, reporting unsafe situations or conditions to an immediate supervisor, and practicing safety while performing their job functions.

Employees failing to follow safety regulations and expectations after being instructed, trained, or who may have been given an opportunity to correct previous safety performance deficiencies, may be terminated under Article 21.211 of the Texas Education Code. The District reserves the right to take immediate and appropriate action dependent upon the severity of the safety infraction.

Information contained herein is based on material from sources deemed reliable. The recommended design, materials, and or procedures shown are considered practical approaches to a specific safety hazard. This approach should not be used when and ordinary law, cod, or rule of any local, state or federal statute specified a different solution, nor are the recommendations offered herein to be interpreted as insurance requirements.

Supporting Principles

The KISD safety program is based on the following principles:

1. Most accidents can be prevented. KISD employees are expected to promote a culture of safety and accident prevention in the workplace.
2. Appropriate district personnel will work with employees to facilitate an expeditious return to work if they have been injured on the job. This includes immediate supervisors and Human Resources (HR).
3. Workplace accidents and or injuries will be investigated. Necessary and reasonable corrective measures will be applied if required.
4. All KISD staff are responsible for preventing injuries and identifying safety hazards or concerns.

Staff Responsibilities

Campus administrators, supervisors, and employees share responsibility and accountability for preventing accidents and workplace injuries. A safe working environment can only be achieved with everyone's cooperation.

A. Employees

Employees are expected to take responsibility for their safety and the safety of co-workers. Employees are also expected to know reporting procedures in the event of an injury. This includes the following specific responsibilities:

1. Understand and follow the safety rules to include the proper use of all required protective equipment.
2. Be safety conscious.
3. Submit written reports of safety concerns to their supervisor.
4. Immediately report all injuries to a supervisor regardless of severity.
5. Assist in safety investigations as directed.
6. Report accidents and injuries accurately and truthfully.
7. Keep workstations, offices, and KISD vehicles and equipment clean and orderly.
8. Employees should only operate machinery or undertake job duties for which they are authorized and have received the proper training for.
9. Arrive ready to work on time.
10. Alcohol and drug usage will not be tolerated in the workplace.

B. Campus Administrators and Supervisors

Campus administrators and supervisors are responsible for taking steps to mitigate employee injuries and to help facilitate an employee's quick return to work after an injury. Campus administrators and supervisors (or designees) are responsible for:

1. Adhering to and enforcing safety policies and procedures.
2. Modeling proper safety procedures and protocols.
3. Confirming that employees understand the KISD safety policy, workplace safety rules, accident and injury reporting procedures and the proper use of required protective equipment.
4. Training employees how to perform their job safely. This includes identifying and avoiding hazards.
5. Creating a safe and secure workplace. This includes, but is not limited to, the following:
 - Checking the workplace and or work location for safety concerns on a daily basis.
 - Performing a detailed work area inspection each semester.
 - Providing necessary safety equipment and personal protective equipment.
 - Taking corrective action whenever unsafe conditions and unsafe acts are reported.
6. When employees are injured, the supervisor must:
 - Provide medical assistance and call first responders if needed.
 - Ensure all injuries are reported to campus principal and Human Resources.
 - Maintain regular contact while the injured employee is unable to return to work.
 - In cooperation with Human Resources, assist in coordinating the employee's return to work regarding special considerations or modified work duty as needed.

- Complete an accident investigation report on all injuries resulting in lost time or treatment by a physician.
7. Support all safety activities and safety procedures.

Campus/Building Safety Inspections

- A. Periodic quality and operational control inspections serve the following purposes:
1. To identify potential workplace hazards.
 2. To detect unsafe work practices or protocols.
 3. To alleviate present and future safety concerns.
- B. Supervisors or designees will conduct safety audits once a semester.
1. The safety audit will be recorded on the Building Safety Inspection form.
 2. All information related to a safety audit will be stored for future consideration.
 3. Actionable items will be forwarded to the appropriate office and or supervisor.

General Safety Rules for Employees

The following are important general safety rules, practices, and expectations. This is not all inclusive.

Proper Lifting

The following are recommended lifting guidelines:

- Keep your back straight.
- Divide the weight between both hands.
- Have firm natural footing.
- Get as close to the object as possible.
- Bend your knees; lift using your legs, not your back.
- Do not twist with load, turn your feet.
- Bring the weight against your body.

Alleviate Muscle Strain

The following are recommended to avoid muscle strains in the workplace:

- Practice stretching exercises before performing strenuous work.
- Get help lifting heavy loads.
- Use mechanical handling aids whenever possible.
- Avoid rapid movements.
- Avoid lifting above waist level or below ankle level.
- Stay in good physical condition.
- Reduce the size and weight of lifted items.

General Workplace Considerations

The following provides guidance on how to avoid safety mishaps in the workplace. Considerations include:

Personal Concerns

- Do not consume alcoholic beverages, amphetamines, narcotics, or tranquilizers within eight hours of the commencement of work.
- Prescribed medication that could impact performance should be reported to a supervisor.
- Report any sickness or illness to a supervisor as soon as possible.
- Avoid distracting or disturbing co-workers operating equipment, machinery, or vehicles.

Work Area

- Immediately clean all spills, leaks, mud, rainwater, etc., on floors, hallways, or steps immediately.
- Identify spill locations with appropriate warning signs.
- Combustible or flammable liquids must be stored in proper locations.
- Never overload electrical circuits.
- Use handrails when using the stairways and keep to the right.

- Avoid wearing loose clothing, jewelry, necklaces, and gloves around machinery.
- Footwear should be conducive to the work environment.

Machinery, Tool, and Equipment Usage

- Operate machinery only if properly trained.
- Tools and equipment should be stored and secured properly after each use.
- Use the correct tools for the job.
- Report broken and defective tools, hazardous conditions, hazardous substances, or broken equipment immediately to a supervisor.
- Inspect all ladders and set them up properly before using.
- Never stand on the top step of a stepladder.
- Never use gasoline as a cleaning agent.
- Use the solvents as directed per the instructions.
- Never remove machine guards unless authorized.
- Only repair items, tools, and or equipment if qualified.

Accident Procedures and Reporting

1. When an employee is injured on KISD property, a supervisor and the campus nurse should be notified immediately.
2. A supervisor should make every effort to provide aid to an injured employee.
3. A supervisor will ensure emergency services are notified by calling 911 if necessary.
4. Minor injuries may be treated at the scene. Serious injuries should be left to the discretion of professional emergency management services.
5. If the employee needs professional medical attention, the supervisor will contact the Human Resource Department. Human Resources will contact the Risk Management provider. The employee will set up their own appointment with an approved doctor on the provider list.
6. If possible, when an employee is transported to the hospital in an ambulance, the supervisor should follow the ambulance to the hospital, following all applicable traffic laws and ordinances.
7. A supervisor or designee will notify Human Resources when an employee is transported to the hospital.
8. Unless otherwise directed by the employee, the employee's emergency point or contact, or hospital staff, the supervisor will stay at the emergency room until the employee is released, or a suitable friend or family member of the employee arrives and relieves the supervisor.
9. After seeing a doctor for a work-related injury, the employee must send any paperwork from the doctor to the Human Resources Department. If the doctor does not release the employee to return to work immediately, the employee must notify the Human Resource Department and their supervisor.
10. Any document identifying limitations or restrictions for the employee must be sent to the Human Resource Department. The Human Resource Department will contact the supervisor and work out a limited or modified duty schedule that meets the doctor's restrictions, if possible.
11. If an employee misses work due to a work-related injury, the employee must obtain a Return to Work Authorization release from the approved doctor before returning to work. If a Return to Work Authorization is not provided immediately upon return, the employee will be sent home and not allowed to return to work until the form is provided.

Animals on District Property

Animals are prohibited on all school campuses and administrative offices to maintain a safe and healthy environment. Exceptions may be granted under special circumstances and only for approved educational purposes. Prior approval must be obtained from the campus principal or an appropriate administrator before bringing any animal onto district property. All approved animals must be properly vaccinated, under control at all times, and must not pose any safety or hygiene risk while on district property.

This policy does not apply to service animals, and working dogs used by law enforcement agencies as their use is governed by separate district guidelines and applicable legal provisions.



The personal appearance of employees contributes significantly toward a favorable public impression of the District. All Kennedale ISD employees are expected to dress in a manner appropriate to their position and work responsibilities. Employees should serve as role models, exemplifying high standards of professional appearance to instill community values and proper grooming and hygiene. Employee dress should be clean, neat, and appropriate to the particular day's expected job or work activity.

Clothing that is sloppy, tightly fitted, provocative, revealing, or likely to be distracting is not accepted during scheduled duty time. Employees who report for work in inappropriate attire will be asked to leave the work setting and return when the attire is fitting for the instructional or business setting. Repeated failure to demonstrate proper attire will result in disciplinary action, up to and including termination of employment.

All district employees, substitute teachers and mentors/volunteers, must wear their official district issued identification badge in a visible location on any district property. District employees do not have to be scanned into the system by their driver's licenses but must still check in to the front office and present their district ID when visiting a campus or facility that is not their permanent assignment. A district employee who does not display an official district ID badge must produce a valid Texas driver's license or other official state photo identification card.

GUIDELINES

- Appropriate attire can include dress pants, slacks, khaki style trousers, collared shirts, polos, blouses, sweaters, dresses, and skirts. Sweatpants, loungewear, and pajama bottoms are prohibited for staff during the workday.
- Leggings are only allowed if worn under a suitable length dress or extra-long shirt/sweater.
- Jeans are permitted at the discretion of the campus or department administrator. Jeans must not have holes, rips, or tears at or above the knee.
- House shoes, slippers, slides, and rubber flip flops are not appropriate at any time.
- Hair must be clean and well groomed.
- Tattoos, body art, and piercings that are distracting, lewd, vulgar in nature or provocative must be covered at all times including school sponsored functions and events.

EXCEPTION TO GUIDELINES

- Coaching shorts and athletic pants may only be worn during athletic/PE instructional periods. During classroom instruction, the PE and coaching staff must follow the employee dress code.
- Nurses may wear scrubs as a uniform when working in the clinic.
- Child nutrition, facilities, and maintenance staff will dress appropriately for their assignments and duties as they often are assigned uniforms.

KENNEDALE ISD CLASSROOMS AND CAMPUS UNIFORMITY

Classroom Decorations and Personal Items

To maintain a professional, safe, and effective learning environment, employees should exercise reasonable discretion to minimize classroom decorations and personal items. Classroom decorations should support instructional objectives, comply with safety and fire code requirements, and avoid creating distractions that may interfere with student learning. Employees are encouraged to limit excessive wall coverings, furniture, displays, and personal belongings to ensure classrooms remain organized, accessible, and conducive to instruction. All decorations and personal items must be appropriate for a school setting and consistent with District policies and guidelines. The District reserves the right to require the removal of any item that does not support educational purposes, creates safety concern, interferes with the learning environment, or otherwise conflicts with District standards.

The district and campus are not responsible for any personal items left on district property. Employees planning to take leave or be absent for an extended period are responsible for removing all personal belongings and valuables from their campus or office. If the leave is unplanned, the employee should contact their campus administrator or department supervisor to arrange a time to collect their belongings.

Classrooms have become more uniform to support the district's need to meet safety and security requirements for insurance and safety inspection purposes. This also is needed to address increasing technology, custodial, and maintenance concerns within classrooms for staff and students. To facilitate this, the following requirements will need to be adhered to:

Classroom/Offices:

- Classroom furniture must remain within the designated classroom and may not be moved to hallways, outdoor areas, or other classrooms.
- Floors need to be clear of all clutter with chairs stacked at the end of each school day.
- Trash cans should be limited to one by the door and one by the teacher's desk. If additional trash cans are needed, the classroom teacher must ensure that all are emptied daily into the trash can by the door. Custodial staff will not empty any additional trash cans.
- Breakfast and lunch will be served in the cafeteria only.
- Rooms will be painted with district-approved color(s) and by maintenance staff **only**. Campuses will be painted on a rotating schedule during the summer as needed or necessary.
- Rugs will be allowed if Team Leader verifies that the rugs in all team members' rooms have been deep cleaned by the rug owner twice per school year: December prior to the break & May prior to the summer break.
- Upholstered fabrics and furniture are not allowed in any form. They increase allergens, dirt, and potential pests in the classroom.
Only district approved furniture is allowed in offices and classrooms.
- Staples may not be used on any walls or doors. Acceptable alternatives include painter's tape, in combination with hot glue, double sided tape, or magnetic strips.
- Interior Classroom Door Usage: Staples may not be used. Acceptable alternatives include painter's tape, in combination with hot glue, double-sided tape, or magnetic strips.
- Exterior Door Decorations: Decorations on the outside of the classroom door are not permitted, except for school-sponsored competitions, events, or similar approved activities. In such cases, the same approved materials must be used.
- Classroom door windows must remain uncovered at all times for safety purposes.
- Hot Glue may only be used on cement walls and must be completely removed from walls at the end of each school year.
- Any items attached to walls or hung from the ceiling must be 18 inches from the ceiling.
- **Fishing line is the only material allowed** for hanging items from the ceiling.
- Curtains are allowed if and only if the following measures are taken:

- Made of flame-retardant material with the original certified tag attached.
- Sprayed with flame retardant solution annually. The canister used must be labeled and stored in a secured location should verification be required by inspectors.
- Lamps in good working order with LED bulb(s) will be allowed. It is the responsibility of each teacher to turn off all lamps at dismissal daily. Failure to do so will result in a lamp ban for one calendar year.
- Light diffusers must meet fire safety requirements and may only be used if approved through the ADA process for documented employee medical conditions.
- Air fresheners, Scentsy's, Oil diffusers, plug-ins, etc., will not be allowed - no exceptions. The Indoor Air Quality is impacted by these items and creates adverse health issues for students and other staff.
- Mini refrigerators are permitted but must be plugged directly into a wall outlet. Power strips or extension cords are not allowed.
- Kitchen appliances such as microwaves, hot plates, coffee makers, etc., are not permitted in classrooms.

Technology Set Up:

- Technology items including projectors, boards, etc., are installed and will remain in their current location.
- All network and audio-visual drops are set and will not be moved. No exceptions.
- Any technology additions need prior approval in writing from the Director of Information Technology prior to purchasing.

Uniform Districtwide Check-Out Expectations:

Moving forward there will be expectations districtwide for end-of-year checkout in the following areas:

- All staples and adhesive materials must be completely removed from all interior classroom walls and hallways.

Campus administrators and team leads/departments chairs will inspect and sign-off on the removal of staples/adhesive materials, cleanliness of room and removal of all upholstered items.

The employee will be responsible for the cost of repair or replacement of any property or equipment belonging to Kennedale ISD that is damaged or destroyed due to their gross negligence or unauthorized actions. Any conduct determined to be gross negligence, or a willful violation of district policies, regulations, and procedures may result in disciplinary action, up to and including termination of employment, in accordance with district procedures and applicable laws.

Safety and Security Procedures Additions

1. Development of a Campus Safety and Security Committee and Behavioral Threat Assessment Team is Required

These teams will be staffed by Assistant Principals, counselors, coaches, teachers, SRO's or other school staff as appropriate. The team(s) must have at least three members and be multidimensional. These groups must meet and assess campus security monthly and for behavioral threat assessments as cases arise.

2. Employee IDs and District Issued Keys

- All employees are provided a photo ID card that also grants entry access applicable to the employees' position. Your photo ID card is required to be worn at all times when on district premises. Under no circumstances should you share or lend your ID badge or district issued keys with another employee, student, or individuals outside of Kennedale ISD.

3. Visitors on Campus

- 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 District premises should immediately direct them to the building's office or contact the administrator in charge.

4. Police Response to Campus

- Anytime a criminal violation is suspected, the KISD SRO should be called. If a life-threatening situation occurs, the school should immediately call 911.
- Arlington PD will handle Criminal Investigations at Patterson Elementary with that campus in the City of Arlington.

5. Campus Emergency Operations Plan

- The principal/site manager is responsible for developing, revising, and training staff on an Emergency Operations Plan for each school or facility. In the plan, duties and responsibilities should be assigned and the procedures established for employees in the building in the event of natural or man-made crises.
- Evacuate, Secure, Lockdown, Shelter, and Hold drills and exercises should be held regularly.
- Code Red Drills should be held regularly.

6. Student Searches

School officials may search a student's outer clothing, pockets, or property by establishing reasonable suspicion or securing the student's voluntary consent. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates consent. A search is reasonable if it meets both of the following criteria:

- The action is justified at the inception, i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation.
- The scope of the search is reasonably related to the circumstances that justified the search in the first place, i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
- **DO NOT CONDUCT STRIP SEARCHES.** KISD prohibits searches by non-police of undergarments or the removal of undergarments. Detailed (underwear) searching for weapons or anything that threatens the safety of students will be done with Probable Cause by Law Enforcement or in a **life-threatening** situation by any staff member.

7. Exterior Doors and Classroom Doors

Access control procedures **must** include exterior door sweeps (ensuring doors are closed and locked) at every instructional facility **at least once each week** while instruction is being conducted.

The principal must ensure **every exterior door** of each instructional facility is inspected to ensure doors are closed, locked, and remained locked while instruction is being conducted. Including portable buildings, all classroom doors must remain locked while students occupy classrooms and instruction is conducted.

Staff and students must be addressed with documented disciplinary actions when they are found to prop open doors or unlock doors while students are on campus for any school-related function.

If you have questions regarding emergency management, speak with your campus safety contact or the Director of School Safety and Discipline at 817 563-8018.

FINANCE OFFICE APPENDIX

General Information

- Using general or campus funds to purchase gift cards for staff, students, or otherwise is **not** allowed.
- Booster Clubs
 - Staff should not use Booster Clubs to circumvent the purchasing process.
 - District Employees should not be involved in the governance or finance aspects of booster clubs.
 - Employees should not spend time during work hours on booster club business (examples: fundraisers, preparation of minutes, concession stands, newsletters, etc.,).
 - Booster clubs are prohibited from using the district TIN or Tax-Exempt Status for any purpose.
- Staff are prohibited to accept or make payments for anything district or school related using Venmo, PayPal, Zelle, Cash App, etc.
- Staff should not use personal credit cards for official school business in place of a district credit card.

Fundraising / Money Handling

- Fundraisers must be approved by an administrator.
- ALL money should always be receipted.
- Return cash/check receipts and any fundraiser forms to the campus secretary.
- **NEVER** keep money overnight in your desk / on your desk / in an unlocked file cabinet / in your classroom.
- **ALWAYS** turn your money into the campus secretary daily.
- **ALWAYS** keep a running log of all money received.
- **ALWAYS** do face-to-face counting when turning in money to the campus secretary.
- **NEVER** leave money on the campus secretary's desk.
- **NEVER** give another staff member money that it is not their responsibility.

PERSONNEL-MANAGEMENT RELATIONS
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DGBA
(LOCAL)

Note: This local policy has been revised in accordance with the District's innovation plan. [See AF(LOCAL)]

Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

Other Complaint
Processes

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process has been followed:

Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with DIA.

Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with DIA.

Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with DIA.

Complaints concerning instructional resources shall be submitted in accordance with the EF series.

Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.

Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.

Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

Notice to Employees

The District shall inform employees of this policy through appropriate District publications.

Guiding Principles

Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

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	<p>Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.</p>
<p>Direct Communication with Board Members</p>	<p>Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.</p>
<p>Formal Process</p>	<p>An employee may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p>
<p>Freedom from Retaliation</p>	<p>Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.</p>
<p>Whistleblower Complaints</p>	<p>Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]</p>
<p>Complaints Against Supervisors</p>	<p>Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.</p>
<p>General Provisions Filing</p>	<p>Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.</p>

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Scheduling Conferences	The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee's absence.
Response	At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
Days	"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."
Representative	<p>"Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.</p>
Consolidating Complaints	<p>Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.</p> <p>When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.</p>
Untimely Filings	<p>All time limits shall be strictly followed unless modified by mutual written consent.</p> <p>If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within 10 days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.</p>

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Costs Incurred	Each party shall pay its own costs incurred in the course of the complaint.
Complaint and Appeal Forms	<p>Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.</p> <p>Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.</p> <p>A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.</p>
Audio Recording	As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.
Level One	<p>Complaint forms must be filed:</p> <p>Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and</p> <p>With the lowest level administrator who has the authority to remedy the alleged problem.</p> <p>In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.</p> <p>If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.</p> <p>If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.</p> <p>The appropriate administrator shall investigate as necessary and schedule a conference with the employee within 10 days after</p>

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receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the employee a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

Level Two

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

The appeal notice must be filed in writing, on a form provided by the District, within 10 days of the date of the written Level One response or, if no response was received, within 10 days of the Level One response deadline.

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

The Level One record shall include:

The original complaint form and any attachments.

All other documents submitted by the employee at Level One.

The written response issued at Level One and any attachments.

All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within 10 days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within 10 days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the

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Superintendent or designee believes will help resolve the complaint.

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

Level Three

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

The appeal notice must be filed in writing, on a form provided by the District, within 10 days of the date of the written Level Two response or, if no response was received, within 10 days of the Level Two response deadline.

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

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

The Level Two record shall include:

The Level One record.

The notice of appeal from Level One to Level Two.

The written response issued at Level Two and any attachments.

All other documents relied upon by the administration in reaching the Level Two decision.

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

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

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

PERSONNEL-MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

DGBA
(LOCAL)

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

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