DALLAS
INDEPENDENT SCHOOL DISTRICT

Employee Handbook

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Introduction

The purpose of this handbook is to provide information that will provide guidance regarding District policies and clarify employment procedures and processes.

This handbook is neither a contract nor a substitute for the official District policy manual, nor is it intended to alter the at-will status of noncontract employees. Rather, it is a brief explanation of selected District policies and procedures related to employment. These policies and procedures can change at any time. Any 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 **www.dallasisd.org**.

District Information

Dallas ISD Vision, Mission, Core Beliefs, and District Goals

Policy AE

Board of Trustees

Policies BAA, BBA, BBB, BBBA, BEC

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 of Schools and other professional staff, and facilities. The Board has complete and final control over school matters within limits established by state and federal laws and regulations. The Board of Trustees is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Board members are elected for a three-year term of office. Board members serve without compensation, must be qualified voters, and must reside in the District.

The Board usually meets on the fourth Thursday of each month at 6:00 p.m. Special meetings and adjustments to the schedule may be called when necessary. A written notice of regular and special meetings will be posted on the District website and at the Linus D. Wright Dallas ISD Administration Building located at 9400 N. Central Expressway, Dallas, TX 75231 at least three 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 minimum of 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 sessions may occur for such things as discussing a negotiated contract for prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Employment

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Dallas ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, ~~**gender**~~, national origin, age, disability, military status, genetic information, pregnancy, 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 Office for Civil Rights of the Department of Education, or both.

The District designates and authorizes the following employee as the Title IX Coordinator to address concerns or inquiries regarding discrimination based on sex, including sexual harassment in the District's educational programs or activities: Erika Knisley, Title IX Coordinator, and Lindsey Bailey and Kayla Landry, Title IX Coordinator - Designee, 9400 North Central Expressway, Suite 1675, Dallas, Texas 75231, TitleIX@dallasisd.org, and (972) 581-4230. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During District business hours, reports may also be made in person. Additional information on Title IX may be found at https://www.dallasisd.org/departments/title-ix-compliance.

The District designates and authorizes the following employee as the Title VII Equal Opportunity (EO) Compliance representative for concerns regarding discrimination based on race, color, religion, sex, ~~**gender**~~, national origin, age, disability, military status, genetic information, pregnancy, or on any other basis prohibited by law: Ana Anderson, EO Compliance Manager, 9400 North Central Expressway, Suite 1360, Dallas, Texas 75231, TitleVII@dallasisd.org, and (972) 925-5316.

The District designates and authorizes the following employee as the Section 504 Coordinator for concerns regarding discrimination on the basis of a disability: Erin Gracey, Manager, 9400 North Central Expressway, Suite 725, Dallas, Texas 75231, 504@dallasisd.org, and (972) 581-4238.

Employees and applicants with questions or concerns relating to discrimination for any of the reasons listed above should contact the District's EO Compliance Representative.

Job Vacancy Announcements

Policy DC

Announcements of all job vacancies by position and location are posted at www.dallasisd.org. All certified openings, as defined by Chapter 21 of the Texas Education Code, will require a minimum posting period of five school days. Once the vacancy is filled, the vacancy is closed.

Family Relationship Disclosure

Policy DC

All applicants for employment and employees will be required to disclose family relationships with current District employees and Board members. “Family member,” for these purposes, will be defined as: spouse, child, parent, sibling, grandparent, grandchild, mother- or father-in-law, sister- or brother-in-law, aunt, uncle, niece, nephew, great-grandchild, and great-grandparent [see DBE(LEGAL)] or any person related to a District employee by blood or marriage.

This disclosure will be made whether or not the position being applied for will supervise or be supervised by employees related to one another. Failure to disclose may result in an administrative transfer or disciplinary action, up to and including termination. A change of assignment requires a new disclosure form. A disclosure form is not required for a lateral change of assignment within a campus or department.

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement*. Employees can contact TRS for additional information by calling (800) 223-8778 or (512) 542-6400. Information is also available on the TRS website (www.trs.texas.gov).

Contract and At-Will Employment

Policies DC, DCA, DCB, DCD, DCE

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) 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. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts). The Board of Trustees has the discretion to issue an optional fourth year probationary contract. All employees will have access to an electronic copy of their contract.

Term Contracts. Full-time professionals employed in positions requiring SBEC 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 have access to an electronic copy of their contract.

Noncertified Employees. Employees who have been hired, transferred, or promoted into fulltime classroom instructional assignment that do not require SBEC certification (such as non-instructional administrators and District of Innovation (DOI) teachers) are employed at-will and not by contract. In accordance with DCD, their employment is not for any specified term and may be terminated at any time by either the employee or the District.

At-Will Employees. Employees not employed on a Chapter 21 contract are at-will employees. Employment is not for any specified term and may be terminated at any time by either the employee or the District.

Substitute Employees

Policy DPB

Persons employed to work "on call" for a standard workday as non-permanent replacements for persons absent, on approved leave or in a campus vacancy will be classified as substitute employees. Substitute employees in substitute positions are not considered full-time employees, part-time employees, or temporary employees.

Substitute employees may be used for campus administrators, teachers, nurses, campus counselors, media specialists, and campus-based support positions.

Employee pay will be in accordance with District policy and the District's compensation plan in the Compensation Resource Book.

Human Capital Management and/or the principal may exclude a substitute employee from substituting based on performance and/or administrative concerns.

A substitute employee who receives three or more exclusions may be recommended for separation. Some offenses may be grounds for immediate separation.

A substitute employee may be separated or excluded from substituting for one or more of the reasons outlined in DPB (REGULATION).

Substitute employees are required to work a minimum of five days per month, within a school year to remain active in the substitute pool. A warning "separation notice" will be sent to all substitute employees not meeting the required number of days to remain active in the substitute pool.

If a substitute works a minimum of five days per month within a school year, the substitute is eligible to reenroll as a substitute for the upcoming school year. Reenrollment occurs every year during the months of June and July. Failure to acknowledge and submit an annual substitute re-enrollment form may be reason for separation.

Substitute employees must comply with the District Employee Handbook located at https://www.dallasisd.org/departments/human-capital-management/departments/policy-and-compliance/employee-handbook and all District policies located at http://pol.tasb.org/Home/Index/361.

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. It is imperative that teachers hold a valid teaching certificate or permit at all times as a condition of employment and that instructional aides have a current educational aide certificate. It is solely the employee's responsibility to maintain a valid certification. Questions about certificate renewal should be directed to www.tea.state.tx.us or (512) 936-8400.

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 certificate. A contract may also be voided if SBEC suspends or revokes the certification.

Transcripts

Policy DBA

Employees have 30 calendar days from the date of hire to furnish Human Capital Management (HCM) with official college transcript(s) for professional positions or a copy of the high school diploma for other positions where required.

Pre-Employment Drug and Alcohol Testing

Policy DHE

As part of a conditional offer of employment, persons required to operate a District vehicle that transports students or hold a commercial driver's license shall be required to submit to a drug and alcohol test.

Persons who are required to operate other types of District vehicles may also be required to submit to a drug and alcohol test as part of a conditional offer of employment.

A person who refuses a required pre-employment drug and alcohol test will not be eligible for hire and any offer of employment already made will be rescinded.

Searches and Alcohol/Drug Testing

Policies CQ, DHE

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 suspicion 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 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 drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial/District owned, leased, or rented motor vehicle.

Employees in Safety-Sensitive Positions. Employees in positions designated as safety-sensitive shall be subject to random drug and alcohol testing. The following positions are identified as safety-sensitive job categories for the purposes of random drug and alcohol tests, including, but not limited to:

- Police officers, security officers, and employees performing police or security duties and responsibilities.
- Employees who operate District-owned, -leased or -rented motor vehicles.
- Employees required to inspect, service, repair, maintain, operate, or handle hazardous chemicals or equipment, or heavy equipment.

For additional details on which job duties are deemed to be safety sensitive, refer to DHE (REGULATION).

Alcohol and drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, and following an accident in a District motor vehicle.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities with students must maintain and submit to the District proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), ~~and~~ concussion**,** and**/or** extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to a Department Head, Program Director, Principal, or designee during the onset of activities for the students at the beginning of each school year. **[See DBA and DMA for specific positions and training requirements.]**

School nurses and employees with regular contact with students must complete a Texas Education Agency approved training, which may include an online course, 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 of Schools or designee when the Superintendent of Schools or designee determines that the assignment or reassignment is in the best interest of the District. Assignments for transfer need to match the candidate's certification. 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, program changes or when necessitated to ensure compliance with state or federal law. Extracurricular, dual-assignment, or supplemental duty assignments may be reassigned at any time and/or in accordance with a dual-assignment contract, if applicable.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and campus 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 professional employees and all school holidays. Notice of work schedules, including start and end dates and scheduled holidays, will be distributed each school year. A record of time worked will be in accordance with District policy and payroll procedures.

Classroom Teachers. 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. A record of time worked will be in accordance with District policy and payroll procedures.

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 provided they are given an alternate 30-minute lunch break.

Support and Nonexempt 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 are considered nonexempt employees and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. Employees are required to use District time clocks or time sheets to record time worked.

Americans with Disabilities Act (ADA) Accommodations

Policies DAA, DBB, DIA

Employees must be able to perform the essential functions of a job, with or without reasonable accommodations. A reasonable accommodation must be effective.

Employees may request an accommodation through their immediate supervisor or the Benefits Review Committee (BRC). [See DEC(REGULATION)]

A request for a reasonable accommodation requires the District to engage in an interactive process. This interactive process is a collaborative discussion between the District, the employee, and the employee's health care provider, which identifies the reasonable accommodations needed for the employee to perform the essential job functions. Additionally, the process determines the details for the implementation of the accommodation.

A supervisor may receive a request for an accommodation verbally or in writing. Some requests may be approved at the supervisor level, and other requests will be reviewed and approved by the BRC. When a supervisor receives a request for an accommodation, the supervisor shall document the request on the Supervisor Accommodation form located on the Benefits webpage and send the form to the Benefits Department for documentation and review.

The employee should provide the following documentation for review by submitting the Americans with Disabilities Act (ADA) Request for Accommodation form located on the Benefits webpage to the Benefits Department. The ADA form shall include the following:

- Documentation from the employee detailing the requested accommodations; and
- A Health Care Provider Form including a detailed physician's statement or other relevant diagnostic report outlining the diagnosis and limitation of the employee and the accommodations needed. The information should include frequency and duration, if applicable, and how the reasonable accommodation will help remediate the disability.

The BRC shall review the documentation to determine the following:

- Are the requested accommodations reasonable?
- Would granting the accommodations impose an undue hardship on the campus/department?

Employees may visit the District's website for more information on ADA accommodations. [See DIA(REGULATION)]

Breaks for Expression of Breast Milk

Policies DEAB, DG

The District makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a 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 as long as the employee is completely relieved from duty during the break, 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. If the space provided to the employee does not meet the space requirements outlined in law or in policy, the supervisor must provide a space that meets the requirements within 10 calendar days. An employee with concerns should contact the Benefits Department.

Pregnant Workers Fairness Act

Policy DIA

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 an accommodation under PWFA should contact the Benefits Department to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days ~~**to a teacher who does not hold an appropriate teaching certificate**~~ **to an uncertified substitute, inappropriately certified teacher, or an uncertified teacher**. 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.

Outside Employment and Tutoring

Policy DBD

The District maintains strict guidelines regarding outside employment to ensure that all employees remain fully committed to their primary roles and responsibilities.

Outside employment shall not interfere with the complete and efficient performance of an employee's District obligations or serve as a justification for the failure to complete assignments, meet deadlines, or maintain performance standards.

During the assigned duty work hours, employees are prohibited from actions that include, but are not limited to, the following:

- Engaging in any outside employment activities, tasks, or business operations.
- Responding to phone calls, emails, or messaging related to outside employment.
- Utilizing District property, including technology, software, vehicles, and supplies for outside employment. [See CQ]

Conflict between outside employment and District duties may lead to disciplinary action, up to and including termination of employment. [See DBD(LOCAL)]

Administrators, including principals, assistant principals, and managers and above who want to receive a financial benefit outside of the District shall request approval by the Board to perform personal services for the following:

- An education business that provides services regarding the curriculum or administration of any school district; or
- Another school district, open-enrollment charter school, or regional education service center.

Employees may contact HCM at HCMcompliance@dallasisd.org for more information.

Performance Evaluation

Policies DN, DNA, DNB

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually.

Evaluations will be completed on forms approved by the District. Reports, correspondence, and memoranda may also be used to document performance information. All employees will have electronic access to their evaluation, participate in a performance conference with their supervisor, and have an opportunity to respond to the evaluation.

Employee Involvement

Policies BQA, BQB

At both the campus and District levels, Dallas ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the District. As part of the District's planning and decision-making process, employees are elected to serve on District- or campus-level advisory committees. Detailed information about the shared decision-making process is available in each campus office or from School Leadership.

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 and continued employee skill development.

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

Participation in staff development including, but not limited to, training on Child Abuse, Sexual Harassment, and Code of Ethics is required.

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.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The District's pay plans are reviewed by the administration each year and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. Exempt employees are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Employees may access their salary and payroll statement in Oracle Self-Service. 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 given additional compensation on top of their base pay in accordance with the District's extra-duty pay schedule.

Service Records

Policy DBA

Employees have 30 calendar days from the date of hire to furnish official service record(s) from school district(s) where the employee has previously worked (if applicable). If service records are provided to HCM within 30 calendar days from the date of hire, the employee's salary/wages will be updated to be retroactive to date of hire. If the documents are received beyond the 30 calendar days, the employee's salary/wages will be updated effective the date received and will not be applied retroactively.

Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid every two weeks. If a pay date falls on a weekend or holiday, the employee will be paid on the previous workday. All District employees are required to authorize the District to initiate credit entries directly to their financial institution account(s) for making payroll deposits in accordance with standardized employee practices. The authorization will also permit the District to make debit entries and adjustments for credit entries made in error to employee-designated accounts. Best efforts will be made to ensure that the employee's pay, leave, and other information on each paycheck are correct. It is the employee's responsibility to review their payroll statement each pay day for accuracy, including but not limited to compensation, leave, federal withholding status, deductions and contact Payroll Services at (972) 925-4200 or via the Onflo webpage with any questions. All employees can access their pay information, which includes itemized statements of wages, using Oracle Self-Service. Paychecks or direct deposit vouchers will not be released to any person other than the District employee named on the check without the employee's written authorization.

Employees who leave Dallas ISD will be paid their final check in accordance with the District pay schedule, unless doing so will result in overpayment. The final pay statement will be mailed to the address listed on the employment separation form, which should be completed in advance to allow time for processing.

Automatic Payroll Deposit

Employees can have their paychecks deposited into one designated account. Upon hire notification, it is necessary to setup the pay method. If funds cannot be deposited in an account, the first payment will be issued via check. If the check is not received, a stop payment will need to be requested by the employee, and the replaced paycheck will not be issued until confirmation from the bank is received.

Employee Statement of Earnings information is available online by logging on to Oracle Self-Service.

For more information about the automatic payroll deposit service, contact Dallas ISD Payroll Services call center at (972) 925-4200 or via the Onflo webpage.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS)
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired in this District 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 medical, dental, life, vision insurance, and annuities. Employees also may request payroll deduction for payment of membership dues to professional organizations that have been authorized by the District. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments. Employees are not entitled to any funds the District overpays. If an overpayment occurs, a notice in writing between the employee and the District should be in place in order to deduct any overpayment.

Overtime Compensation

Policies DEA, DEAB

The District compensates nonexempt employees for overtime 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. An employee must complete the overtime form, and the supervisor must approve the form before the employee engages in the overtime work. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek. Nonexempt employees do not earn overtime pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek for monthly employees begins at 12:01 a.m. Sunday and ends at midnight Saturday. For biweekly employees, the workweek is Friday through Thursday.

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

- Employees can accumulate up to 80 hours of compensatory time with supervisory approval obtained in advance.
- If compensatory time cannot be used in the duty year that it is earned, any excess compensatory time over 80 hours may be paid to the employee in July.
- The District has the discretion to roll over compensatory time of up to 80 hours from school year to school year.
- Use of compensatory time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee shall be required to use compensatory time before any available time off or non-duty days.
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Accrual, use, excess payout, and rollover provisions of compensatory time will be based on 120 hours for nonexempt employees in the District's Police Department.

Travel Expense Reimbursement

Policy DEE

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

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is available to eligible employees. The District's contribution to employee medical insurance premiums is determined annually by the Board of Trustees.

Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees online at https://www.dallasisd.org/departments/benefits.

The health insurance plan year is from September 1 through August 31. New employees must complete online enrollment within the first 31 days of employment. Current employees can make changes in their insurance coverage only during the Open Enrollment period or when they experience a qualifying life event (e.g., marriage, divorce, birth). Employees should contact the Benefits Department by phone at (972) 925-4000 or by visiting the Benefits Department website at https://www.dallasisd.org/departments/benefits.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact the Benefits Department for more information.

Benefit Elections

Any premiums deducted on a pre-tax basis from the employee's paycheck will be "locked in" for the duration of the plan year, which begins September 1 and ends August 31. New enrollments may only be requested during the annual enrollment period, or within 31 days of a qualifying life event.

The only exceptions will be those situations involving a family status change or other qualified event, as identified by IRS Section 125 regulations and listed below:

- Change in employee's legal marital status.
- Change in the number of employee's dependents (birth, adoption, death).
- Change in employment status of employee, spouse, or dependent affecting eligibility.
- Employee's dependent satisfies or ceases to satisfy eligibility requirements.
- Loss of coverage.
- COBRA qualifying events.
- Judgment, decree, or order.
- Medicare or Medicaid eligibility.

A change of election must be related to the reason for the change. The employee must request a change of election within 31 calendar days of the date of the qualifying life event. Changes requested after this time frame will not be permitted until the next annual enrollment period.

An approved change of election will be effective the first day of the month following the date all required documents are submitted; exceptions may apply based on the qualifying life event. Employees must contact the Benefits Department for assistance with a change of election.

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. 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 employee's 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.

If you are injured at work, tell your supervisor immediately. For emergencies, you may go to the nearest emergency room. You may also contact your adjuster at Risk Management Services for any questions about treatment for a work-related injury.

The District is self-insured for workers' compensation benefits and renews August 31st of each year. For more information on workers' compensation benefits, contact Risk Management Services.

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 Risk Management Services at (972) 925-4050.

Teacher Retirement System (TRS)

All personnel employed on a regular basis for at least four-and-a-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. To earn a year of TRS membership 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. If an employee will not meet the 90-day requirement and has worked in excess of five days in a workweek, it is the employee's responsibility to ensure the additional day(s) have been reported. Members should carefully review years

of service reported when TRS provides them 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.

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 by calling (800) 223-8778 or (512) 542-6400. TRS information is also available at www.trs.texas.gov.

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 a period of more than five consecutive workdays should call the Human Capital Management Benefits Department at (972) 925-4000 or email at benefits@dallasisd.org for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the District. Failure to apply for a leave of absence shall constitute grounds for appropriate disciplinary action up to and including termination. [See application procedure applicable for each type of leave.]

Medical Certification. Any employee on a medical leave because of a personal or family illness must submit a medical certification from a certified medical professional with subject matter expertise confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness—the *Return to Work Authorization* form.

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 not provide any genetic information in any medical certification when responding to a request for medical information.

'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 family member receiving assistive reproductive services.

Continuation of Health Insurance. Employees are responsible for benefit deductions while on a leave. The District shall recover benefit arrears from the employee's next available earnings. The Benefits Department may place an employee on a payment plan in order to recover benefit arrears. District contributions for employees on leave authorized under the Family and Medical Leave Act will be paid by the District as they were prior to the leave.

Confidentiality

Policy DEC

Any request for leave of an employee as well as medical information in support of such leave will be confidential. Supervisors are only informed about an employee's request for leave and the start and end dates of the leave.

No-Show and Job Abandonment

Policy DEC

An employee is a no-show if he or she fails to report to work on his or her first assigned scheduled workday. A no-show employee will be separated from the District.

An employee may be deemed to have voluntarily resigned from the District if the employee is:

- Absent for five consecutive days; and
- Not on an approved leave; or
- Unable to be reached via email, phone, or mail by the supervisor and Employee Relations; or
- Refusing to report to work.

Absences

Policy DEC

Employees will notify their immediate supervisor or designee (in accordance with department/campus procedures) as soon as possible if it is necessary to be late for work or absent for any reason. In the event of an emergency, notification should be made at the earliest practical time, especially if a substitute is required to cover an employee's responsibilities.

If absences and/or tardies are deemed excessive, the employee may be subject to disciplinary action up to and including termination of employment. Absences by an employee on an approved leave, accrued compensatory or vacation time are not considered excessive.

Use of State and Local Days

Policy DEC

State and local days are advanced to an employee on September 1 of each school year or on the employee's hire date. State and local days are earned based on the number of days worked. If an employee leaves the District before the end of the work year, the cost of any used unearned days shall be deducted from the employee's final paycheck.

State Days

Policy DEC

Full-time employees (100%) receive five state days annually. State days have no limit on accumulation and no restrictions on transfer among districts. State days may be used at the employee's discretion following the District's procedures.

State Sick Days (Accumulated Prior to 1995)

Policy DEC

State sick days accumulated before 1995 may be used for the following reasons only:

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

Local Days

Policy DEC

Depending on the work start date, full-time employees (100%) receive up to five local personal days annually. Employees hired to work less than 100% of the day but at least 50% shall be granted local personal days in proportion to the percentage of time they are employed. Local days may also be used by employees who are called to active military service.

Non-duty Days

Policy DEC

Non-duty days represent non-paid, non-worked days provided to central staff. Non-duty days are advanced on September 1 and should be used by the end of the school year, August 31. The amount of non-duty days advanced will be prorated based on the employee's start date and the number of workdays designated for the position. Non-duty days may be used at the discretion of the employee and the supervisor based on the needs of the department.

Sick Leave Bank (SLB) Program

Policy DEC

The Sick Leave Bank (SLB) is a pool of local days contributed by employees to be used by members of the bank who are, or were, on an approved leave and have exhausted their paid days (vacation, local, and state days), compensatory time, and non-duty days. The SLB is only available to members who meet the eligibility criteria.

Family and Medical Leave Act (FMLA)—General Provisions

Policy DECA

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 servicemember.

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 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

SCAN ME

Local Procedures for Implementing Family and Medical Leave

Policy DECA

The following text is specific information that the District has adopted to implement FMLA.

Basic Leave Entitlement. The FMLA requires covered employers to provide up to 12 weeks (60 workdays) of unpaid, job-protected leave to eligible employees on a rolling 12-month period for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- For a 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.

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

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illnesses.

Benefits and Protections. During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Employees returning to work on or before the 60th workday may be entitled to 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. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

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. All employees who have been employed by the District for at least 12 months and have worked for 1,250 hours during the previous 12-month period shall be eligible for family and medical leave. The rolling 12-month period is measured from the first day an employee begins family and medical leave. The duration of the leave is up to 12 weeks (60 workdays) on a rolling 12-month period with proper medical certification.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Family and medical leave runs concurrently with accrued sick and personal days, temporary disability leave, and absences due to a work-related illness or injury. The District will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently. An employee on an approved leave will have the option to use or not use the employee's accumulated time off while on the approved leave.

Employee Responsibilities. Employees must provide 30 days' advance notice of the need to take FMLA leave, when the need is foreseeable. When 30 days' notice is not possible, the employee must contact the Benefits Department as soon as possible.

Employees may be required to provide the following:

- Medical certification from a certified medical professional with subject matter expertise supporting the need for leave due to a serious health condition affecting the employee or a family member.
- Second or third medical opinions and periodic recertification of the need for leave.
- Periodic reports during the leave regarding the employee's status and intent to return to work.
- Medical certification from a certified medical professional with subject matter expertise at the conclusion of leave of an employee's ability to return to work.
- Certification of the need for family military leave.
- Employees requiring family and medical leave should contact the Benefits Department for details on eligibility, requirements, and limitations.

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

Intermittent Leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The District shall permit intermittent leave for the care of an employee's newborn child and for the adoption or placement of a child with the employee. There are unique limitations to intermittent leave eligibility for teachers.

General Medical Leave

Policy DEC

General Medical Leave is non-FMLA leave for the employee's own serious health condition. The leave is up to 180 calendar days and runs concurrently with FMLA. The employee is paid while he or she has available days in his or her local days, local personal days, state personal days or compensatory time. After the exhaustion of days, the leave is unpaid.

Hardship Leave

Policy DEC

Hardship leave is a personal leave for circumstances out of the employee's control or serious illness of employee's family and the employee is not eligible for General Medical Leave or FMLA. The leave is up to 20 days. An additional 20 days may be granted by the BRC. The employee is paid while they have available days in their local days, local personal days, state personal days or compensatory time. After the exhaustion of days, the leave is unpaid.

Workers' Compensation Benefits

Policies CRE, DEC

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. Any employee who has an injury on duty or occupational illness, may elect to coordinate previously accrued sick leave benefits with workers' compensation wage benefits so that the combined weekly wage benefit does not exceed the amount of the pre-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 pre-injury wage.

Assault Leave

Policy DEC

A District employee who is physically assaulted during the performance of regular duties is entitled to the number of days of leave necessary (up to two years) to recuperate from physical injuries sustained as a result of the assault. The leave shall be paid in coordination with Workers' Compensation Benefits. An incident involving an assault is a work-related injury and should be immediately reported to the employee's supervisor. [See CRE(LOCAL)]

Bereavement Leave

Policy DEC

Employees may receive up to three days/24 hours with pay in the event of the death of a family member. The days shall not be deducted from the employee's time off. Additional days and hours of absence shall result in a deduction of accumulated time off.

Approved Absence (AABS)

Policy DEC

Employees will follow District and departmental procedures for documenting absences using appropriate absence codes.

A teacher absence for a school business-related function including, but not limited to, state testing for small group administration, extended planning, professional development, field trips, and non-student CTE/Fine Arts conferences must be approved in advance by the principal. A campus designee will submit the absence using the approved absence AABS code.

For other employees, an absence for District business-related meetings, training, or conferences away from a District worksite must be approved in advance by the employee's supervisor. The employee will submit the absence using the approved absence AABS code.

Jury Duty

Policies DEC, DG

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and may keep any compensation they receive.

If the employee is released from duty before noon, he or she must report to work. If the duty is scheduled for noon or after, the employee must report to work in the morning.

Compliance with a Subpoena

Policy DEC

A District employee, excluding substitutes or temporary employees, will be excused by the District for absences due to compliance with a valid subpoena that is not related to a personal matter, and absences will not be deducted from the employee's paid TO.

Employee absences for voluntary court appearances related to the employee's personal business will be deducted from the employee's TO.

Employees may be required to submit documentation of their need for leave for court appearances. The failure to provide supporting documentation may result in the deduction of personal time off.

Professional Leave

Policy DEC

Employees may be granted a professional leave without pay only if the activity is for advanced degrees, research, or other educational purpose and the activity is in the best interest of the District. An employee may choose a paid status if time off is available. The leave is up to one school year. Additional leave may be granted by the Benefits Review Committee. This leave will not be granted for full-time employment elsewhere.

Emergency Leave

Policy DEC

Emergency leave includes, but is not limited to, unforeseen natural disasters or destruction of a home or domicile by flood, fire, or storm involving the employee or a member of the employee's family. Employees

may be granted three paid local days of emergency leave by the Benefits Review Committee. Additional days of absence will result in a deduction of accumulated time off excluding non-duty days. Exceptions may be made by the BRC.

Military Leave

Policy DECB

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training or duty ordered by proper authority.

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 are qualified to perform the required duties. To be eligible for re-employment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for re-employment within the period of time specified by law to the Benefits Department. Employees returning to work following military leave should contact the Benefits 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 HCM for details on eligibility, requirements, and limitations.

Police Officer and Telecommunicator Mental Health Leave

Policy DEC

A police officer or licensed telecommunicator who experiences a traumatic event in the line of duty is eligible to request mental health leave with pay for up to three days per event.

Police Officer Quarantine Leave

Policy DEC

A police officer who is ordered by the local health authority or District's Health Services Department to quarantine or isolate due to possible or known exposure to a communicable disease while on duty is eligible for police officer quarantine leave for a period specified by the District's Health Services Department and Benefits Department.

Employee Recognition 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 by their supervisor in their department, at Board meetings, in District communications channels, and through special events and activities.

Recognition and appreciation programs may include Teacher and Principal of the Year, Teacher of Promise, Campus Support Personnel of the Year, and Superintendent touchpoints. Additionally, service pins are awarded to employees in five-year increments after five years of employment with the District. At 30 years of service, employees are invited to attend a service awards ceremony at each subsequent five-year milestone. Teachers and administrators are also eligible to apply and receive recognition for innovative teaching grants through the Dallas Education Foundation (DEF).

District Communications

Throughout the school year, Communication Services produces newsletters, brochures, fliers, calendars, news releases, videos, and other materials as well as maintains and updates the District website. These communication platforms offer students, parents, Dallas ISD employees, and the community key information pertaining to school activities, achievements, and District initiatives.

Complaints and Grievances

Policy DGBA

In an effort to resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly grievance process.

The formal grievance process provides all employees with an opportunity to be heard by the Board of Trustees if they are dissatisfied with the administration's response to the grievance. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the Board of Trustees through the procedures outlined in the grievance process.

Employees are encouraged to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a formal grievance. Even after initiating the formal grievance process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal grievance at any time. The process described in the 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.

Grievance Form. Grievances under this policy shall be submitted online at https://www.dallasisd.org/departments/employee-relations. A copy of any documents that support the complaint should be uploaded online when submitting the grievance.

For additional information on the grievance process, see DGBA (LOCAL).

Employee Conduct and Welfare

Standards of Conduct

Policies 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 ~~**not later than 48 hours after the Superintendent of Schools knew of the incident**~~ **by the Superintendent of Schools**. ~~**All District employees must adhere to the *Educators' Code of Ethics*, adopted by the State Board for Educator Certification.**~~

Texas Educators' Code of Ethics

Policy DHA

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

Purpose and Scope

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

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.**

Dress Code Standards

Policy DH

The dress code standards are meant to maintain an orderly educational environment and shall not infringe on an individual's culture, religious beliefs, protected free speech, or an Americans with Disabilities Act (ADA) accommodation. District employees shall exemplify the highest standards of professional appearance that will project a professional image for the employees and the District.

Employees shall wear professional footwear, dress shirts, dress pants, dresses, skirts, and other appropriate professional attire and footwear. Clothing should fit appropriately and be clean, pressed, and wrinkle-free.

Unacceptable attire includes, but is not limited to, the following:

- Form-fitting, snug, sagging, or transparent clothing;
- Excessively worn, faded, or tight clothing;
- Clothing with holes or frayed areas;
- Revealing or provocative attire;
- Necklines that expose cleavage;
- Dresses and skirts shorter than three inches above the bend of the knee;
- Jeans, sweatpants, shorts, bib overalls, leggings, spandex, and lycra;
- Tank tops, t-shirts, and shirts with messages/graphics; and
- Athletic wear and beach wear.

Unless prohibited by law or allowed in the employee's position, unacceptable footwear includes, but is not limited to, the following: slippers, flip-flops, house shoes, sneaker-style shoes, athletic shoes, and other unprofessional footwear.

Supervisors shall have the discretion to make exceptions to appropriateness of attire as it relates to safety standards, maintenance, physical education, vocational courses, culture, religious beliefs, field trips, spirit days, medical necessities, or reasonable accommodations based on a disability.

Uniforms. Employees required to wear District-issued uniforms are expected to wear the assigned uniform.

Dress Code Standards Exceptions. The Superintendent of Schools or designee may waive the dress code standards for District employees when school is not in session or based on seasonal weather conditions, special events, and extenuating circumstances.

Grooming and Hygiene. All employees are expected to exemplify proper grooming standards and personal hygiene in a manner that projects a professional image for the employees and the District.
Employees shall keep their hair and facial hair groomed neatly. Employees should not display body jewelry, tattoos, brands, or similar artifacts that are offensive, obscene, or may cause disruptions to the educational environment.

Dress Code, Grooming, and Hygiene Violations. Employees are required to adhere to dress code, grooming, and hygiene standards at all times.

At the supervisor's discretion, an employee may be required to leave the worksite to address dress code, grooming, and hygiene violations and then return to work.

Nonexempt employees are required to clock out and then return to the worksite to clock in. Nonexempt employees will not be compensated for time used to address any dress code, grooming, and hygiene violations.

Failure to return to work or to address dress code, grooming, and hygiene violations may result in disciplinary action up to and including termination.

District Investigations

Policy DH

When the District investigates a complaint of misconduct, including but not limited to complaints of student abuse or any type of sexual harassment, it expects and requires the cooperation of all employees including the complainant, witnesses, and the accused. During an investigation, the District may interview employees privately and take oral and/or written statements from them. Any employee who fails to cooperate with such an investigation or to provide complete and truthful information may be subject to disciplinary action, up to and including termination from employment. Employees are expected to uphold confidentiality and refrain from discussing the case, facts, suspicions, or allegations with anyone other than with the assigned investigator, his or her legal representative, or his or her supervisor, unless the supervisor is the subject of the allegations.

Fraud and Ethics Violations

In order to improve Dallas ISD and to demonstrate a commitment to high ethical standards, the District has provided employees with a simple, risk-free way to anonymously and confidentially report activities that may involve criminal, unethical, or otherwise inappropriate behavior in violation of public law and/or Dallas ISD policies. Employees can file a report by dialing the toll-free Hotline at 1-800-530-1608, online with the Dallas ISD Hotline at www.tnwgrc.com/dallasisd, or at the bottom of the Home Page on the Dallas ISD web page "Dallas ISD Hotline." If you choose to remain anonymous, the hotline provider will not request identifying information, and their phone and computer systems do not collect that type of information. The District

guarantees that reports submitted via the hotline will be handled promptly and discreetly. No retaliatory action will be taken against anyone for reporting or inquiring in good faith, or for seeking guidance on how to deal with potential or suspected wrongdoing.

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.

Employees who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the appropriate District official.

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 is DH (LOCAL), DIA (LOCAL), and DIA (REGULATION).

Title IX Coordinator. Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator. Additional information on Title IX may be found at https://www.dallasisd.org/departments/title-ix-compliance. The District designates the following person**s** to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Erika Knisley, Title IX Coordinator, and Lindsey Bailey and Kayla Landry, Title IX Coordinator - Designee
Address: 9400 N. Central Expressway, Suite 1675, Dallas, TX 75231
Email: TitleIX@dallasisd.org
Telephone: (972) 581-4230

ADA Representative. Reports of discrimination based on disability may be directed to the ADA Representative. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990:

Name: ~~**Valerie Robertson**~~ **Nicholas Harris**
Address: 9400 N. Central Expressway, Suite 1400, Dallas, TX 75231
Email: BenefitsReviewCommittee@dallasisd.org
Telephone: (972) ~~**925-4048**~~ **925-4039**

Superintendent of Schools. The Superintendent of Schools or designee shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws. The designee for DIA discrimination claims is Ana Anderson.

For additional reporting and filing procedures, refer to DH (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 has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

The District's policy that includes definitions and procedures for reporting and investigating harassment of students is DF (LEGAL), DHB (LEGAL), FFH (LOCAL), FFH (REGULATION), and any applicable regulation.

Reporting Procedures. Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. Alternatively, a student may report prohibited conduct directly to one of the District officials below:

Definition of District Officials. For the purposes of this policy, District officials are the Title IX Coordinator, the Section 504 Coordinator, and the Superintendent of Schools.

Title IX Coordinator. Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator. Additional information on Title IX may be found at https://www.dallasisd.org/departments/title-ix-compliance.

The District designates the following employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972:

Name: Erika Knisley, Title IX Coordinator, and Lindsey Bailey and Kayla Landry, Title IX Coordinator - Designee
Address: 9400 N. Central Expressway, Suite 1675, Dallas, TX 75231
Email: TitleIX@dallasisd.org
Telephone: (972) 581-4230

Section 504 Coordinator**.** Reports of discrimination based on disability may be directed to the Section 504 Coordinator. The District designates the following employee to coordinate its efforts to comply with the requirements of Section 504 of the Rehabilitation Act of 1973:

Name: Erin Gracey
Address: 9400 North Central Expressway, Suite 725, Dallas, TX 75231
Email: 504@dallasisd.org
Telephone: (972) 581-4238

Superintendent of Schools. The Superintendent of Schools or designee shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws. The designee is Ana Anderson.

For additional information on reporting procedures, see FFH (LOCAL) and FFG (LOCAL).

Reporting Suspected Child Abuse

Policies DF, DG, DH, FFG, GRA

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 first 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 Department.

~~**A person responsible for the care, custody, or welfare of the child (including a teacher) is required to report alleged abuse or neglect to DFPS even if a report is made to law enforcement.**~~ **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 an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to 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 ~~**BQ (LEGAL)**~~ **FFG**

The District has established a plan for addressing sexual abuse and other maltreatment of children. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. 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 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 minor, regardless of whether the student is enrolled in Dallas ISD or another school district or private school.
- Soliciting or engaging in sexual conduct 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 also be reported:

- The possession, transfer, sale, or distribution of a controlled substance.
- The illegal transfer, appropriation, or expenditure of District property or funds.
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation.
- Committing a criminal offense or any part of a criminal offense on District property or at a school-sponsored event.

The reporting requirements above are in addition to the Superintendent of Schools' ongoing duty to notify TEA when an 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.

In addition to the foregoing, principals are also required to report the above-described information to the Superintendent of Schools when the principal has knowledge of reportable conduct by an employee, as described above. The District requires a principal to report the above-described information to the Superintendent of Schools or designee within 48 hours.

Failure by a principal to report misconduct to the Superintendent of Schools or the Superintendent of Schools to report misconduct to SBEC may result in administrative penalties of $500 - $10,000 and non-renewal of SBEC certification. Intentional concealment of reportable educator conduct is a state jail felony offense.

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.

Criminal History Background Checks

Policy DBAA

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 in the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and SBEC with access to an applicant's and employee's current national criminal history and updates to the employee's subsequent criminal history.

Pursuant to Texas Education Code, Section 22.082, the District shall obtain the criminal history record as defined in DBAA (LEGAL) for each applicant for employment who, in the opinion of the District, is a serious candidate and may be offered a position. The District may obtain the information from any law enforcement agency including but not limited to a police department, the Department of Public Safety, the Texas Department of Corrections, or the FBI. [See DBAA (LEGAL)]

Employee Arrests and Convictions

Policies DH, DHB, DHC, DBAA

The District may suspend or terminate the employment of any person convicted of a felony or misdemeanor if the crime directly relates to the duties and responsibilities of the individual or directly relates to, or adversely affects, the mission of the District.

Employees are required to disclose a prior record when requested to do so at the time of employment. Failure to do so could result in termination of employment. A review committee assesses the records of employees found to have criminal records that may bar them from continued employment in the District.

Within 48 hours of being released from custody, an employee shall notify the Superintendent of Schools or designee, in writing by using the arrest report form, of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any other offenses as indicated below:

1. **Crimes involving school property or funds;**
2. **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;**
3. **Crimes that occur wholly or in part on school property or at a school-sponsored activity; or**
4. **Crimes involving moral turpitude, which include:**
    - **Dishonesty, fraud, deceit, theft, or misrepresentation;**
    - **Deliberate violence;**
    - **Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;**
    - **Any misdemeanor or felony possession, or conspiracy to possess any controlled substance defined in Chapter 481 of the Health and Safety Code;**
    - **Any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;**
    - **Felony driving while intoxicated (DWI);**
    - **Acts constituting abuse or neglect under the Texas Family Code;**
    - **Public lewdness;**
    - **Prostitution; and**

- **Solicitation of prostitution**

For information on convictions and moral turpitude, including definition and applicable offenses, see DBAA (LOCAL).

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

The Superintendent of Schools 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.

Drug-Free Workplace Requirements

Policies DH, DHE

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. Employees who violate this prohibition shall be recommended for termination.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of Schools of any criminal drug statute conviction for a violation occurring in the workplace no later five (5) days after such conviction. Within ten days of receiving such notice from the employee or any other source—the District shall notify the granting agency of the conviction. Within a timely manner of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall take appropriate disciplinary action against the employee, up to and including termination of employment.

Alcohol and Drug Abuse Prevention

Policies DH, DHE

Dallas 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 while on District property or at school-sponsored/school-related activities shall be recommended for termination. The District's policy regarding employee drug use follows:

Alcohol and Drugs. An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances while on District property or at school-sponsored/school-related activities:

- A controlled substance or dangerous drug as defined by law, including but not limited to marijuana, narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind altering, and/or behavior-altering drugs.

An employee does not have to be legally intoxicated to be considered "under the influence" of a controlled substance. [See DHE]

Exceptions. An employee shall not be in violation of this policy if the employee:

1. Possesses or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or

3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco products, or e-cigarettes on all District-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of District-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine-delivering devices, chemicals, or devices that produce the same flavor or physical effect of nicotine substances, e-cigarettes, and any other tobacco innovation. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Fraud and Financial Impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the District's financial resources. The District prohibits fraud and financial impropriety, as referenced in CAA (LOCAL).

Conflict of Interest

Policy DBD

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

Conflict of interest situations may arise in many ways. Examples include, but are not limited to, the following:

1. Employment with a vendor/contractor, regardless of the nature of the employment, while employed by the District.
2. Contract award with a vendor in which an employee or his or her family have a substantial ownership or management interest.
3. Ownership of, or substantial interest in, a company that is a supplier of the District.
4. Acting independently as a consultant to a District supplier.
5. Accepting expense-paid invitations to sports or entertainment events from a long-time friend who is also a District vendor.
6. Socializing with vendors or persons interested in doing business with the District under circumstances that create the appearance of impropriety.

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

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. Gifts with an aggregate value of $50.00 or more per person or entity are presumed to be inappropriate.

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.

Associations and Political Activities

Policy DGA

The District does 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.

Charitable Contributions

Policy DG

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

Safety and 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* for additional information.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

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

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

Safe Operation of District Vehicles

Policy DBA

All District vehicles will be operated in the safest manner possible.

To ensure the safe operation of District vehicles, the following will apply to District drivers:

1. Employees who are required to drive a District vehicle must complete driver safety orientation prior to driving a District vehicle.
2. Drivers will not use hand-held or hands-free cellular telephones or any other hand-held or hands-free electronic devices while driving a District vehicle.
3. Drivers will complete a pre-trip inspection on their assigned vehicles at the beginning of each shift and a post-trip inspection at the end of each shift. Drivers will immediately report any damage noticed utilizing the inspection reporting process, as identified by the driver's assigned department.
4. Accidents will be reported to the District Police Department immediately after an accident by the driver, the driver's supervisor, or the department's designee. Within 24 hours or the following business day, the supervisor or designee will submit the Vehicle Accident Online Report via the online portal to Risk Management Services.
5. Drivers will use safety traffic devices (cones, flares, safety triangles, etc.) during emergency conditions.
6. Drivers will comply with all traffic rules and regulations.
7. Drivers will not carry any guest passengers in their vehicle unless they are District employees and have supervisor approval. Drivers will only permit District students, employees, or other specifically authorized persons to ride in District-owned vehicles. [See CNB(LOCAL), GKG(REGULATION), and FMG(REGULATION)].
8. Drivers and passengers will wear seat belts at all times.
9. Drivers will report any driver's license suspensions immediately upon returning to work to their supervisor and Risk Management Services and in no case will operate District-owned, -leased, or -rented motor vehicles until suspensions have been removed.
10. Drivers who are involved in a vehicle accident will submit to a drug and alcohol test after the accident. [See DHE]
11. Drivers will not use District-owned, -leased, or -rented vehicles for personal use without prior approval from the Superintendent of Schools or designee.
12. Drivers should not drive a District vehicle if they are under the influence of any substance or medication or experiencing drowsiness that can impair their ability to drive safely.
13. While operating a District vehicle, drivers will carry on their person all required credentials applicable to the class of the District vehicle being driven.
14. Any driver who does not adhere to the driver requirements will be subject to disciplinary action up to and including termination.

For additional driving requirements for drivers of District vehicles, refer to DBA (REGULATION).

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, restricted 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.

In the event any person possesses, exhibits, or uses a weapon or firearm or threatens to exhibit or use a firearm or weapon to interfere with the operations of any District school, campus, school-related function, including athletic events, or a building:

1. The principal's first response will be to call the youth action center or the police department, who will notify the police and follow through with appropriate law enforcement agencies.
2. The principal will also notify the appropriate Executive Director who will notify appropriate personnel to ensure proper follow-through.

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 supervisors or call the Dallas ISD Police Department 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.

Asbestos Management Plan

Policy CSC

The District is committed to providing a safe environment for students, employees, and visitors. In this regard, the Environmental Protection Agency's Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. An inspection report documenting inspection findings and a management plan documenting protocols for managing each building in the District is on file with each campus and/or facility, as well as the District's Environmental, Health, and Safety Department.

All management plans are checked regularly by licenses asbestos inspectors and management planners as required by AHERA. These plans document any changes in materials which could cause adverse health hazard or concern.

Dallas ISD annually notifies all parents, teachers, and other employees of the regulation and management plan, as required by the regulation. Notices are generally posted at main entrances, administrative offices, and/or workrooms. Asbestos management plans are available for inspection during normal business hours.

Pest Control Treatment

Policies CLB, DI

The health and safety of all students, visitors, and employees are dependent upon the proper application of chemicals by certified professionals. Dallas ISD is committed to maintaining the highest standards for

our educational and working environments by ensuring that the application of all pesticides and herbicides is only by licensed and certified Environmental, Health and Safety personnel. The District's policy requires that it follows integrated pest management (IPM) procedures to control pests on all facility grounds. The District strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures; however, pesticide use is sometimes necessary to maintain adequate pest control and assure a safe, pest-free environment.

When it is determined that a pesticide must be used to meet the management goals, the least hazardous material will be used. All applications of pesticides will be applied in accordance with the Federal Insecticides, Fungicide, and Rodenticide Act (7 USC 136 et seq.) and District policies and procedures, Environmental Protection Agency (EPA) regulations in Chapter 40 Code of Federal Regulations, Occupational Safety and Health Administration regulations, and state and local regulations. All pesticides used in the District are registered for their intended use by the EPA and the Texas Department of Agriculture and applied only by certified pesticide applicators.

Employees are prohibited from applying any pesticide or herbicide unless specifically licensed and without prior approval of the 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. Pest control information sheets are available from the IPM coordinator in the Dallas ISD Environmental, Health, and Safety Department.

Notices of planned pest control treatment will be posted in a District building 48 hours before the treatment begins. All outdoor applications will be posted at the time of treatment and signs will remain until it is safe to enter the area. Notices are generally posted on main entrances and in administrative offices, workrooms, and cafeterias. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notices will be notified by telephone, written, or electronic means.

The choice of using a pesticide will be made after a review of all other available options and a determination that these options are not acceptable. Staffing and costs will not be adequate reasons for use of chemical control. Non-chemical methods will be implemented whenever possible to control the pests. IPM principles will be employed to manage pest populations. The full range of alternatives, including no action, will be considered.

The District will notify the school, staff, and students of pesticide treatment. The District will provide parents, who wish to be informed in advance of pesticide application, with notification and supply them with information as needed. All notification will be done in accordance with Structural Pest Control Board (SPCB) regulations.

All records of pesticide use and treatment will be maintained in accordance with the SPCB. All other records required by regulatory agencies will be maintained as required by the appropriate agency. All pest surveillance date information will be maintained to verify the need for treatment.

All District employees are responsible for complying with the District's IPM policy and should assist in its implementation by following these rules:

- All snack foods must be stored in storage containers. Metal or glass jar containers are best.
- No foods, such as cakes, cookies, or pies should be left out in break rooms or classrooms overnight.
- Do not apply any insecticides on school grounds including, but not limited to, roach and ant sprays, wasp sprays, or roach bait stations, etc.

Bloodborne Pathogens/Exposure Control Plan

The Texas Department of State Health Services (TDSHS) Bloodborne Pathogens Exposure Control Plan requires employers to perform an exposure determination for employees who have occupational exposure to blood or other potentially infectious materials (OPIM).

Dallas ISD is committed to providing a safe and healthy work environment for the entire staff. The Bloodborne Pathogens Exposure Control Plan is to reduce or eliminate occupational exposure to bloodborne pathogens or other potentially infectious materials. All employees who have been identified as having occupational exposure to blood or other potentially infectious materials are offered the hepatitis B vaccine, at no cost to the employee.

The plan is managed by the District's Environmental, Health and Safety (EHS) Department and is adopted as the minimum standard in accordance with the Texas Health and Safety Code, §81.304; Occupational Safety and Health Administration (OSHA); the Bloodborne Pathogens Standard as specified in Title 29 Code of Federal Regulation §1910.1030; and District Policy DBB (LEGAL). A copy of this plan shall be accessible to all employees via:

- Campus Health Clinics
- District Departments (EHS, Risk Management, Health Services, and Custodial Services)
- Dallas ISD Website

Department heads and school administrators are responsible for ensuring that the provisions of the District's plan and the mandates of the Texas Department of State Health Services bloodborne pathogen standard are carried out.

When the employee incurs an exposure incident, the incident must be reported to Health Services at (972) 925-3386. In addition, a Workers' Compensation Claim form must be completed using the incident report form on the Risk Management portal. EHS will be contacted if sanitation is required.

To access the Bloodborne Pathogens Exposure Control Plan, please visit Risk Management Services at https://www.dallasisd.org/departments/environmental-health-and-safety/safety-training.

Electronic Media, Communications Systems, and Technology Resources Acceptable Use Guidelines

Dallas ISD makes a variety of communications and information technologies available to students and District employees. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical, or inappropriate use of these technologies can have dramatic consequences, harming the District, its students, and its employees.

These acceptable use guidelines are intended to minimize the likelihood of such harm by educating Dallas ISD students and employees and setting standards which will serve to protect students and staff. Any attempt to violate the provisions of these guidelines may result in revocation of the user's access to the Network/Internet, regardless of the success or failure of the attempt. In addition, disciplinary action consistent with the District's employment policy and/or appropriate legal action, which may include restitution, may be taken. District administrators will make the final determination as to what constitutes inappropriate use. The System Administrator or other administrator may deny, revoke, or suspend Network/Internet/resource access as necessary, pending the outcome of an investigation. The expectations of the District are that all network and technology resource users will comply with all policies, procedures, and guidelines outlined below.

Technology Resources

~~Policy~~ Policies CQ, **CQD**

The District's technology resources, including the internet, are primarily for administrative and instructional purposes and in accordance with administrative regulations. Limited personal use of the resources is permitted with the exception of cell phones, which are for business use only, 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 a student's academic performance.
- Is not used for commercial or political reasons.

Electronic mail transmissions and other use of the District's technology resources are not considered private and may be monitored at any time to ensure appropriate use.

Employees who are authorized to use the District's technology are required to abide by the provisions of the District's communication systems policy and administrative procedures. Failure to do so may result in suspension or termination of privileges and may lead to disciplinary action and/or legal action. Employees with questions about computer use and data management can contact Information Technology.

Internet Filter

Dallas ISD uses a web filter to manage access to various inappropriate locations. However, even with a filter, there may still be sites accessible via the Internet that contain material that is illegal, defamatory, inaccurate, or controversial. Although the District will attempt to limit access to objectionable material by using software, controlling all materials on the Internet is impossible. Employees are expected to monitor student Internet use and to report inappropriate Internet sites not filtered to administration.

Email

Email is a District service provided by public funds. Email is for instructional and administrative use. Sending jokes, chain letters, etc. via email is considered an inappropriate use of District equipment. Electronic mail transmissions and other use of the electronic communications system by employees shall not be considered private and are archived as records for an indefinite period of time. Email may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include activity logging, virus scanning, and content scanning.

Any memo or correspondence sent via email must follow the same District guidelines as is used for other correspondence distribution.

Records retention guidelines apply to email correspondence and must be followed. Email is viewed as a public document. Care should be given to the tone of the email. Also, grammar and spelling should be checked before an email is sent. Be mindful of the unique forwarding properties associated with email.

Electronic Storage

The District has provided technology users with access to network storage locations for files. The storage area provides a place where school-related items can be stored from year to year.

To enforce acceptable use guidelines and to maintain the integrity of the District's technology resources, shared network space and any District storage space will be monitored by District staff. Inappropriate files such as games, music, inappropriate images, movies, videos, and files that consume storage space will be deleted. External electronic storage devices are subject to monitoring if used or purchased with District resources.

Network Behavior

Network/Internet users are responsible for their actions in accessing available resources. The following standards will apply to all users of the Network/Internet:

- The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not use another person's account.
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
- Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
- Computers are joined to either a student or employee domain for management and inventory. Computers should not be removed from these domains.

Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations below, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the District's network.

Inappropriate Language

Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in emails distributed through District email is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks, are prohibited.

Commercial Use

Use for commercial, income-generating or "for-profit" activities, product advertisement, or political lobbying is prohibited. Sending unsolicited junk mail or chain letters is prohibited. Use of the District's resources for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

Vandalism/Mischief

- Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Network/Internet, or any networks that are connected to the Network/Internet. This includes, but is not limited to, the creation or propagation of computer viruses, spyware, and malware. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission, is prohibited.
- Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users without their permission is prohibited, unless permitted by District policy or authorized by the Superintendent of Schools or designee.
- Deliberate attempts to exceed, evade, or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.
- Unauthorized disclosure, use, and dissemination of personal information regarding students and employees are prohibited.

Security

If a user identifies or has knowledge of a security problem on the Network/Internet, such as filtering software not working, the user should immediately notify the campus/department administrator or the System Administrator. The security problem should not be shared with others. Attempting to bypass security and filtering software is prohibited.

Attempts to log on to the Network/Internet impersonating a system administrator or Dallas ISD employee may result in revocation of the user's access to the Network/Internet.

Transmitting/Storing/Accessing Confidential Information

Teachers, staff, and students may not redistribute or forward confidential information (i.e., educational records, directory information, personnel records, etc.) without proper authorization. Confidential information should never be accessed, transmitted, redistributed, or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing such personal information as home addresses or phone numbers of users or others is prohibited. In order to reduce the loss of confidential information due to theft or misplacement, student/staff confidential information should not be stored on portable devices such as memory sticks or on hard drives or home machines. This information should be stored on the District's drive. Extreme caution should be used if data is stored on cloud storage (Google docs, drop box, etc.). Cloud based storage should not be used for any data that is considered confidential. This storage is not provided by the District and is subject to the acceptable use guidelines of the particular site being used.

Modification of Computer

Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

Campus, District, or Organizational Websites

Web pages must adhere to the guidelines established by Communication Services, including accessibility standards. Web pages hosted on the Dallas ISD web server or embedded on other websites and hyperlinks from these pages must not contain information that is in violation of (or promotes the violation of) any District policy or regulation, nor any local, state, or federal regulation or law.

Web pages that contain time-sensitive information, such as calendars, school events, staff information, etc., must be updated on a scheduled basis. Web pages must be checked periodically to make sure that links are current and operable.

External Links

Extreme caution should be used when adding a link to an external web page. In all cases where an external link (link to a site external to Dallas ISD domain) is used, special precautions should be made to ensure the appropriateness and the trustworthiness of the site. It is the responsibility of the person who authorized the links to check them frequently and to verify the site.

Cell Phones and Smart Phones

All cell phones and other smart phone devices issued to employees by the District are intended to be used for District business only. District cell phones may not be used to call directory assistance unless it is an emergency situation. All data generated, received, or stored on District owned equipment, including text messages, is the property of the District and generally is considered public information that is subject to public inspection. [See Records Retention section for further requirements.]

Personal Use of Electronic Communications

Policies CQ, CY, DH**, DHA**

Employees in a public school system are responsible for modeling and teaching high standards of decency and civic values. District employees must model the character they are expected to teach, both on and off the worksite. This applies to electronic communications.

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 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. Employees who maintain social networking sites for their private use should not share that site with students.

If an employee posts messages or pictures which diminish the employee's professionalism or discredits the employee's capacity to maintain the respect of students and parents, the employee's ability to effectively perform his or her job will be impaired. This type of material includes, but is not limited to, text or pictures involving hate speech, nudity, obscenity, vulgarity, conduct illegal for a minor, or sexually explicit content. 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.

An employee who uses electronic communications for personal purposes shall comply with all District policies regarding the personal use of electronic communications, including but not limited to the following:

- The employee may not set up or update the employee's personal social network page(s) using the District's computers, network, or equipment.
- The employee shall not use District and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express, written consent.
- 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 purposes of communicating with students regarding matters within the scope of the employee's professional responsibilities.
- The employee may not post student names, photographs, or videos in which students appear on personal online social media.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
    - Confidentiality of student records; [See Policy FL]
    - Confidentiality of health or personal information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law; [See DHA (LEGAL)].
    - 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 DHA (LEGAL)].

Use of Electronic Communication with Students

Policy DH

A campus administrator may use electronic communication with enrolled students. A certified employee, licensed employee, or any other employee designated in writing by the Superintendent of Schools may also use electronic communication with enrolled students only about matters within the scope of the employee's professional responsibilities.

The following definitions will apply to the use of electronic communication with students:

- "Electronic communication" means any communication facilitated by an electronic device, including but not limited to a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term also includes but is not limited to emails, text messages, instant messages, and communications made through a website, including a social media website or a social networking website.
- “Certified or licensed employee” will mean 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.

Designated campus personnel may only communicate with enrolled students about matters within the scope of the employee's professional responsibilities.

An employee shall not use a personal electronic communication platform, application, or account to communicate with enrolled students.

All other employees are prohibited from using electronic communication directly with students.

Employees are prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student.

An employee shall have no expectation of privacy in electronic communications with students.

Employees are not required to disclose their personal email address or personal phone number to students or parents.

An employee who is authorized to use electronic communication to communicate with students will observe the following:

1. The employee will 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).
2. The employee is prohibited from knowingly communicating with students through a personal social networking page.
3. The employee may communicate with students using electronic communication, including social networks and all forms of telecommunication. All communications must be District-approved and include both a campus administrator and a parent.
4. The employee will 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 District-approved professional network site, blog, or similar application at any time.
5. The employee does not have a right to privacy with respect to communications with students and parents.

6. The employee will continue to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
    a. Compliance with the Local Government Records Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See policies CPC and FL]
    b. Copyright law. [See policy EFE]
7. Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See policy DF]
8. Upon request from the administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic communication the employee uses to communicate with any currently enrolled students.
9. Upon request from a parent or student, the employee will discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
10. An employee shall notify his or her supervisor within 48 hours when a student engages in improper electronic communication with the employee.

Exceptions may be applicable if 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.

For more information regarding electronic communication with students, see policy DH.

Team or Club Social Networking Sites

Employees who maintain a social networking site for the sole purpose of communicating with students and parents such as a team or club site must:

- Have written principal approval.
- Have parent permission annually from each student invited to the site kept on file in accordance with record retention policies.
- Keep the site private and accessible to only the students and parents who are involved in the team or club.
- Delete the membership of the site at the end of each school year.
- Ensure that all posts are made publicly – no private messaging.
- Ensure that all members of the social site have the same access to view communications.
- Give full access to campus administration personnel charged with monitoring activity on the site.

Text Messaging

Communication with students through text messaging is only permitted between staff members who have extracurricular responsibilities and the students for which that employee is responsible. All communication with students, including text messaging, must:

- Be professional and appropriate.
- Be limited to matters and times within the scope of the employee's professional responsibilities.

General Procedures

Emergency School Closing

Policy EB

The District may close schools because of inclement weather, unforeseen circumstances, or emergency conditions. When such conditions exist, the Superintendent of Schools will make the official decision

concerning the closing of the District's facilities. When it becomes necessary to open late, to release students early, or to cancel school, Communication Services will post the notice on the District's website, social media, and shall notify the media so that students, their parents, and employees can make plans accordingly.

Emergencies

Policies CKC, CKD

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

The Dallas ISD Emergency Hotline will be activated in the event severe weather or a school emergency situation occurs to provide parents with updated information as it becomes available. Upon activation, parents will be able to call the hotline at (972) 925-5810 to hear recorded information, which will be updated regularly as the emergency situation develops and unfolds.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to Procurement Services using the District's Oracle requisition with the appropriate approval. No purchases, charges, or commitments to buy goods or services for the District can be made without a Purchase Order (PO) number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Contact Procurement Services for additional information on purchasing procedures.

Records Retention

Policies CPC, DC, DH, FL, GB, GBA

Current and former employees are considered temporary custodians of District records. Records include any document, including emails and text messages, created, sent, or received by a current or former employee. Employees do not have a personal or property right to public information created or received while acting in their official work capacity or in the transaction of official District business. This means any public information, even if located on a personal device, must be retained and preserved in accordance with the mandatory retention laws of the State.

Employees are reminded that the destruction of District records is the sole responsibility of the Districtwide Records Management Department. If a request for records is received, the employee with possession, custody, or control of public information is required to surrender the information to the District's designated representative no later than the 10th business day after the information is requested. The failure to surrender or return requested documents is grounds for disciplinary action or any other applicable penalties provided by the Texas Public Information Act or other law.

Employees who maintain public information on their personal devices are required to (1) forward the information to the school District email account or the school District's server; or (2) preserve and retain the information, in its original form, on the personal device for the legally mandated retention period.

Personnel Records

Policies DBA, GBA

Most District records, including personnel records, are public information and must be released upon request.

Employees may choose to have the following personal information withheld:

- Home Address
- Home Phone number, which includes the employee's personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice not to allow public access to this information or change an existing choice may be made at any time by submitting a written request to HCM and/or by logging into Oracle and going to *Employee Self-Service*, *Human Capital Management Information*, and then *Public Information Access*. New or separating employees have 14 days after hire or separation of employment to submit a request. Otherwise, personal information will be released to the public upon request until a request to withhold the information is submitted.

Emergency Contact Information

Policy DC

An employee will be required to provide his/her personal contact information which includes a personal cell phone number and personal email address. At least one emergency contact must be designated. The name, relationship, and a cell phone number must be provided for the emergency contact.

Address and Phone Number Changes

It is the employee's responsibility to notify HCM of any address or phone number changes to their personnel profile. Employees can/should make these updates in Oracle themselves by going to *Employee Self-Service*, *Human Capital Management Information*, and then *Personal Information*. Educators are also required to update any changes in their information through SBEC.

Name Changes

It is the employee's responsibility to notify HCM of any legal changes to their name. Employees should come to the HCM office to complete a name change form and present their new Social Security card so that a copy can be placed in their personnel file with the name change form. Educators are required to update any changes in their information through SBEC.

Facility Use

Policies DGA, GKD

Employees who wish to use District facilities for non-District activities/events must follow the procedures outlined in GKD. Contact the Real Property Management Department to request use of school facilities and to obtain information on the fees charged, if applicable.

Termination of Employment

Resignations

Policy DFE

Resignations should be submitted electronically via the District's human resources information system. Resignations may also be submitted in writing (email, regular mail, certified mail, or hand delivery) to HCM. If an employee provides a resignation to a supervisor, in accordance with this policy, the supervisor shall:

- Instruct the employee to submit the resignation to HCM; or
- Submit the resignation to HCM on behalf of the employee.

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. Contract employees may resign at any other time only with the approval of the Superintendent of Schools or designee 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 by the District to notify the Superintendent of Schools or designee of an educator's resignation within 48 hours 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 contact 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 of Schools is required to report such conduct to SBEC.

At-will Employees. At-will employees may resign their position at any time.

The principal is required by the District to notify the Superintendent of Schools or designee of a noncertified employee's resignation or termination within 48 hours 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 or solicited or engaged in sexual contact with a student or minor
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The Superintendent of Schools is required to report such conduct to ~~**SBEC**~~ **TEA**.

Dismissal or Nonrenewal of Contract Employees

Policies DF, DFAB, DFBB, DHB, ~~DP~~ **DPA, DPB**

Employees on probationary or term contracts can be recommended for termination during the school year according to the procedures outlined in District policies. Employees on probationary, term, or dual-assignment contracts can be proposed for nonrenewal at the end of the contract term. The Board shall give the employee notice of its decision to not renew the contract for employment not later than the tenth day before the last day of instruction required under the contract. 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 employee are the same as those listed in the Resignations/Contract Employees section.

Dismissal of At-Will Employees

Policies DCD, DHC, ~~DP~~ **DPA, DPB**

Employees not on a Chapter 21 contract are employed at-will and may be dismissed without notice. It is unlawful for the District to dismiss any employee due to 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. At-will employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in this handbook under *Complaints and Grievances* when pursuing the grievance.

The reporting requirements for termination of an at-will employee are the same as those listed in the Resignations/At-will Employees section.

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 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.

Prohibition on Diversity, Equity, and Inclusion

Policies DF, DFBB, 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 disciplinary action up to and including termination of employment.

Prohibited Classroom Instruction

Policies DF, DFBB, 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 up to and including termination of employment.

Exit Interviews and Procedures

Policies DC, CY

Human Capital Management will provide an exit survey to employees who separate from the District.

All District keys, books, property, including intellectual property, and equipment 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 (Texas Family Code §8.210, §158.211). Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination.
- Employee's last known address.
- Name and address of the employee's new employer, if known.

Student Issues

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Dallas ISD does not discriminate on the basis of race, color, religion, sex, ~~**gender**~~, national origin, age, 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, as well as board policy. (Not all prohibited bases apply to all programs.)

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Erika Knisley, Title IX Coordinator, and Lindsey Bailey and Kayla Landry, Title IX Coordinator - Designee, 9400 North Central Expressway, Suite 1675, Dallas, Texas 75231, TitleIX@dallasisd.org, and (972) 581-4230, the District Title IX coordinator for students. Additional information on Title IX may be found at https://www.dallasisd.org/departments/title-ix-compliance. Questions or concerns about discrimination on the basis of a disability should be directed to Erin Gracey,

9400 North Central Expressway, Suite 725, Dallas, Texas 75231, 504@dallasisd.org and (972) 581-4238, the District ADA/Section 504 Coordinator for students.

General questions about the District should be directed to HCM at (972) 925-4200.

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 of Schools' office can provide parents and students with information on filing a complaint.

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

Student Rights and Responsibilities

Policy FN Series

Each student is expected to respect the rights and privileges of other students, teachers, and District staff. All teachers, administrators, and other District personnel are expected to respect the rights and privileges of students.

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 for respiratory distress, medication for anaphylaxis (e.g., EpiPen®), opioid antagonists, and medication for diabetes management, if the medication is self-administered in accordance with District policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies FN, FO

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. Please refer to the Student Handbook, located on the District website, for specific guidelines regarding the Student Code of Conduct and appropriate disciplinary measures. Employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance

Policy FE

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

Bullying

Policy FFI

Bullying is defined by TEC §37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the campus principal. The District's policy includes definitions and procedures for reporting and investigating bullying of students and can be found on the District's website.

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.

Glossary

AED—automated external defibrillator

AHERA—Asbestos Hazard Emergency Response Act of 1986

BRC—Benefits Review Committee

CDL—commercial driver's license

Compensatory time off—compensation for overtime at time-and-a half rate

CPR—cardiopulmonary resuscitation

CPS—Child Protective Services

DPS—Texas Department of Public Safety

Dual-Assignment Contract—a unified term or probationary contract for both a primary assignment and a dual assignment.

Electronic media—includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

EPA—Environmental Protection Agency

ESSA—Every Student Succeeds Act

Exempt employees—employees who are exempt from the Fair Labor Standards Act of 1938 (FLSA) minimum wage and overtime provisions due to the type of duties performed.

Family—for the purposes of FMLA, it includes only spouse, parent, and child or next of kin of a service member with a serious injury or illness.

FLSA—Fair Labor Standards Act of 1938

FMLA—Family and Medical Leave Act

Genetic information—as defined by the Genetic Information Nondiscrimination Act of 2008 (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 family member receiving assistive reproductive services.

GINA—Genetic Information Nondiscrimination Act of 2008

Grievance—a complaint

HCM—Human Capital Management

IPM—integrated pest management

Local days—days provided by the District each year that may be used for any purpose at the employee's discretion following the District's procedure.

Nonexempt employees—employees who are not exempt from the minimum wage and overtime page provisions of the Fair Labor Standards Act of 1938 FLSA).

Nonrenewal—the termination of a term contract at the end of the contract period.

OSHA—Occupational Safety and Health Administration

Overtime pay—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.

PO—purchase order

Probationary contract—issued to a person who is employed as a teacher by a school district for the first time, or who has not been employed by the school district for two consecutive school years subsequent to August 28, 1967.

Psychotropic drug—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.

Reported criminal history—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.

SBEC—State Board for Educator Certification

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

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

SLB—Sick Leave Bank is a bank of local days contributed by employees to be used by members of the bank who are on an approved leave and have exhausted their own accumulated Time Off (state, local, and vacation days) and compensatory time.

State days—days given each year by the state with no limit on accumulation that are transferable among districts and may be used at the employee's discretion following the District's procedures.

SPCB—Structural Pest Control Board

Substitute teacher—a teacher who is on call or on a list of approved substitutes to replace a regular teacher and has no regular or guaranteed hours.

Supplemental pay—additional earnings above base pay.

Term contract—any contract of employment for a fixed term between a school district and a teacher.

TRS—Teacher Retirement System

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

If you suspect discrimination please contact: Erika Knisley, Title IX Coordinator, and Lindsey Bailey and Kayla Landry, Title IX Coordinator - Designee, at (972) 581-4230; Ana Anderson, Title VII, at (972) 925-5316; Erin Gracey, Section 504 Coordinator, at (972) 581-4238; or ~~**Valerie Robertson**~~ **Nicholas Harris**, Americans with Disabilities Act, at (972) ~~**925-4048**~~ **925-4039**. General questions about the District should be directed to Customer Service at (972) 925-5555.

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