LEWISVILLE ISD

EMPLOYEE HANDBOOK

LISD

2026-27

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Introduction

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

This handbook is neither a contract nor a substitute for the official District policy manual, nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of District policies and procedures relating to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. Not all District policies and procedures are included. Those that are, have been summarized. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. District policies can be accessed online by going to http://pol.tasb.org/Home/Index/384.

District Information

Learn About Lewisville Independent School District:

- Mission, Vision, and Cornerstones
- History of LISD
- Feeder Pattern Information

Learn About the Board of Trustees:

- Purpose of the Board & Members
- Meeting Dates

District Leadership:

- Superintendent
- Leadership Team
- School Leadership

Academic Calendar

LISD Staff,

Welcome to the 2026-27 school year! I am so excited that you're here with us in LISD. I want to start by sharing my gratitude for our Human Resources Team for creating this handbook, and for each of you for adhering to the important practices in place that help ensure legal and local policies are followed throughout our district.

As we begin a new school year, I want to express my deep appreciation for each of you and the essential role you play in shaping the future of our students and our community. It's an honor to serve alongside such dedicated professionals who bring their passion, expertise, and heart to our campuses and departments every day.

We know that public education is navigating a complex and evolving landscape. Families today have more choices than ever before when it comes to how and where their children learn. In the face of that reality, our focus remains clear: to ensure that Lewisville ISD is not just a choice, but the One Choice for education.

What sets us apart is not only the academic excellence we pursue, but the culture we create. A culture where every student feels supported and inspired. Whether a child is taking their first steps into Pre-K or preparing to cross the stage at graduation, we are here to walk beside them with care and commitment.

This year, we will continue to build on our proud traditions while embracing innovation and community partnership. Together, we will showcase the strength of public education and reaffirm the value of what we provide in LISD. A place where students belong, staff thrive, and families feel confident in their decision to Choose LISD.

The 30 years I have spent in LISD have been the most rewarding of my life, and I'm beyond thrilled to see what we continue to build together as we move forward as One LISD. We may represent 46,000+ students, 6,000 staff members, 127 square-miles, 13 municipalities, and 5 feeder patterns, but we are ONE Lewisville ISD. Let's make every day a great day for kids!

Lori Rapp, Ed.D.
Superintendent of Schools
Lewisville ISD

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Eugene Yarrobino, Chief Human Resource Officer, 1565 W. Main Street, Lewisville, TX, 75067, yarrobinoe@lisd.net, 469.948.8003 or Will Skelton, Chief Student Services Officer, 1565 W. Main Street, Lewisville, TX, 75067, skeltonw@lisd.net, 469.948.2004. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Eugene Yarrobino, Chief Human Resource Officer, 1565 W. Main Street, Lewisville, TX, 75067, yarrobinoe@lisd.net, 469.948.8003.

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

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the District's website (www.lisd.net).

Employment After Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state

law. Detailed information about employment after retirement is available in the TRS publication Employment After Retirement. Employees can contact TRS for additional information by calling 800-223-8778. Information is also available on the TRS website: (www.trs.texas.gov).

Contract and Non Contract Employment

Policy DC series

State law requires the District to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts.

Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District.

Probationary contracts

Nurses and full-time professional employees new to the District and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the District may not exceed one school year. However, pursuant to the District's District of Innovation Plan adopted by the Board, the District may employ a teacher who has been employed as a teacher in public education for at least five of the eight years preceding employment with the District for a second probationary year when needed to benefit the teacher and students served. This action requires principal recommendation, in consultation with the appropriate Human Resources administrator, and consideration and approval by the Superintendent.

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

Term contracts

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

Noncertified Professional and Administrative Employees

Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by a one-year contract that is not subject to the provisions for

nonrenewal or termination under the Texas Education Code.

Paraprofessional and Auxiliary employees

All paraprofessional and auxiliary employees, regardless of certification, are employed at-will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the District.

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification, or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources in a timely manner.

Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Chief Human Resource Officer when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Human Resources if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Human Resources if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Policies CQ, DHE

The District may conduct searches in the workplace, including but not limited to accessing an employee's desk, file

cabinets, or work area to obtain information needed for usual business purposes. *Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places.* In addition, the district reserves the right to conduct searches on District property or at a school-sponsored event when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected work-related violation relates to drug or alcohol use. The district may search the employee, the employee's personal items and work areas, including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

Employees required to have a commercial driver's license

Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials.

Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact their supervisor or Human Resources.

Health Safety Training

Policies DBA, DMA

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

Nurses, athletic coaches or sponsors, PE teachers, marching band directors, cheerleading coaches, and other certain employees must obtain and maintain certification in the principles and techniques of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) provided by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the appropriate department by the first day of instruction of the school year.

School nurses and employees with regular contact with students must complete a Texas Education Agency

approved, online training regarding seizure disorder awareness, recognition, and related first aid.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent or designee determines that the assignment or reassignment is in the best interest of the District. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and District policy DGBA (LOCAL).

An employee with the required qualifications for a position may apply for a transfer to another campus or department after serving two years in the current assignment. Voluntary transfers to another campus shall be for a minimum period of two years on the new campus. The window for voluntary transfers will begin at the start of the hiring season when vacant positions post for the upcoming school year and closes at the conclusion of the current school year.

Requests for transfers during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. In addition, transfers during the school year may be permitted in the case of promotion by salary or instructional stipend increase or increase in number of contract days. All transfer requests will be coordinated by the Department of Human Resources and must be approved by both the sending and receiving supervisor. Any exceptions must be approved by the Chief Human Resource Officer.

Elementary District-Initiated Transfer Guidelines

District-initiated transfers are those required by reductions in numbers of campus employees and by the needs of the District. When a reduction is necessary, all district-initiated transfers will be placed prior to internal LISD transfer and/or new hires.

District-initiated transfers shall be made first from volunteers from the campus facing reduction, based on certification, experience, and evaluation. ***Staff members who are not in good standing shall not be eligible for transfer.*** Human Resources will ultimately determine personnel for district-initiated transfers when there is not a volunteer.

The following criteria must be considered when determining all transfers:

- Proper certification for the grade level, subject, or assignment, including emergency permits and endorsements for specific subjects, programs, or positions.
- Academic or technical preparation needed for a position, supported by transcripts.

Priority considerations:

When determining reductions at any elementary level, priority shall be given to teachers who have completed the Reading Academy and those who have not completed it will be considered first for transfer.

If the employee identified as meeting the requirements to be transferred has been subject to a district-initiated transfer three times in the last five years, then they are exempt from being a district-initiated transfer.

If vacancies occur prior to the 45th day before the first day of instruction of the following school year on a campus where employees have been reduced, any employee who was identified as a district-initiated transfer may request to return to their original campus. Placement decisions shall be made upon experience and proper certification. After the 45th day before the first day of instruction of the upcoming school year, no further employee requests to transfer shall be processed, with the exception of special circumstances as approved by the Chief Human Resource Officer.

In the event that the below criteria do not accomplish the identification of employees being transferred to achieve the reduction, experience in other districts in the particular grade, level, subject area, or field of assignment affected by the reduction will be considered.

District-initiated transfers shall be made based upon the following rank-order criteria:

Prior to First Workday of School Year	**After First Workday of School Year**
Elementary Teachers and Professionals: 1. Volunteers 2. Total campus experience 3. Total district experience	Elementary Teachers and Professionals: 1. Volunteers (only at affected grade level) 2. Total campus experience at the affected grade level 3. Total district experience at the affected grade level
Paraprofessionals (at any time during the year): 1. Volunteers 2. Total campus experience at the affected pay grade 3. Total district experience at the affected pay grade	

Secondary District-Initiated Transfer Guidelines

District-initiated transfers are those required by reductions in numbers of campus employees and by the needs of the District. When a reduction is necessary, all district-initiated transfers will be placed prior to voluntary transfers.

District initiated transfers shall be made first from volunteers from the campus facing reduction, based on certification, experience, and evaluation. ***Staff members who are not in good standing shall not be eligible for transfer***. Human Resources will ultimately determine personnel for district-initiated transfers when there is not a volunteer.

The following criteria must be considered when determining all transfers:

- Proper certification for the grade level, subject, or assignment, including emergency permits and endorsements for specific subjects, programs, or positions.
- Academic or technical preparation needed for a position, supported by transcripts.

Priority considerations:

If the employee identified as meeting the requirements to be transferred has been subject to a district-initiated transfer three times in the last five years, then they are exempt from being a district-initiated transfer.

If vacancies occur prior to the 45th day before the first day of instruction of the following school year on a campus where employees have been reduced, any employee who was identified as a district-initiated transfer may request to return to their original campus. Placement decisions shall be made upon experience and proper certification. After the 45th day before the first day of instruction of the upcoming school year, no further employee requests to transfer shall be processed, except for special circumstances as approved by the Chief Human Resource Officer.

In the event that the below criteria do not accomplish the identification of employees being transferred to achieve the reduction, experience in other districts in the particular grade, level, subject area, or field of assignment affected by the reduction will be considered.

District-initiated transfers shall be made based upon the following rank-order criteria:

Secondary Teachers and Professionals:

- Campus experience in the specific subject area or field of assignment affected by the reduction, or in teaching fields such as special education, experience in the particular field of assignment
- District experience in the specific subject area or field of assignment affected by the reduction
- Other district teaching experience

Paraprofessionals (at any time during the year):

- Volunteers
- Total campus experience at the affected pay grade
- Total district experience at the affected pay grade

Workload and Work Schedules

Policies DEAB, DK, DL

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

the District.

On early release days, employees may not skip lunch to leave early.

Professional employees

Professional employees and academic administrators are exempt employees under the Fair Labor Standards Act and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

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

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

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

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

Paraprofessional and Auxiliary employees

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

Administrative employees

Administrative staff are exempt employees. At a minimum, they are expected to arrive to work at or before the above professional hours and leave at or after the above professional hours. Administrative employees do not have set hours and should expect for their responsibilities to often require longer hours than other professional staff. Supervisors of administrative employees may require them to work later hours on certain days or attend evening events in order to fulfill their job responsibilities.

Summer work hours

Each year, the District shall propose a summer work schedule outlining work days/hours to the Lewisville Independent School District Board of Trustees. Upon approval of the proposed summer schedule, all departments and campuses must have staff available to meet the required hours set by the District. Employees may work various nine-hour shifts with a one-hour lunch, in order to ensure coverage of the school or department for the entire day.

ADA Accommodations

Policies DAA, DBB, DIA

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting the benefits office at benefits@lisd.net or 469-948-8104 and identifying an adjustment or change at work that is needed because of a disability.

Employees who initiate the accommodation request process by contacting the benefits office will be sent the ADA Accommodation Request Form to fill out and submit. Upon receiving the reasonable accommodation request, HR will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

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

Breaks for Expression of Breast Milk

Polices DEAB, DG

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

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

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Maria Lutz, Director of Benefits, lutzm@lisd.net.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Maria Lutz, Director of Benefits, lutzm@lisd.net to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DBA, DK

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to an uncertified substitute, inappropriately certified teacher, or an uncertified teacher. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit, including substitutes. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Human Resources.

Outside Employment and Tutoring

Policy DBD

All employees are required to disclose in writing to their immediate supervisor, using the LISD form any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district.

Potential conflicts of interest may include paid tutoring of District students, and such should be disclosed. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

School district administrators, including principals, superintendents, and other staff with significant administrative duties relating to the operation of a district, campus, or program are prohibited from receiving any financial benefit for the performance of personal services for a business entity that conducts or solicits business with the school district or another school district, charter school, or region service center.

Administrators in positions other than superintendents and assistant superintendents may receive a financial benefit for personal services for an education business that provides services to the district related to the curriculum or administration of the district or for another school district, charter school, or ESC, ***if the school board approves the contract between the administrator and other entity and determines it will not harm the district, will not be a conflict of interest, and the duties are performed solely on the administrator's personal time.*** Please contact

your supervisor should you have questions regarding outside employment. More information is available on the LISD Conflict of Interest page.

Performance Evaluation

Policy DN, DPB Series

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

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

LEAD Appraisal Calendar

Policy DNA

The appraisal period for each teacher shall include all of the days of each teacher's contract. The formal observations during the appraisal period for each teacher shall be conducted during the required days of instruction for students during the school year subject to this appraisal calendar.

No formal observations of a teacher shall be conducted the day before or after a school holiday or standardized assessment date. In addition, formal observations may not begin until after the third complete week of instruction.

MONTH	DATES	INFORMATION
August 2026	August 3-11 August 12 August 12-September 4	LEAD Refresher for all teachers First Instructional Day First 3 weeks of school - excluded from formal observations
September 2026	**September 8**	**First day of formal observations for teachers**
October 2026	October 8 October 13 October 30	No Formal Observations - Columbus Day No Formal Observations - Columbus Day No Formal Observations - Halloween
November 2026	November 2 November 20	No Formal Observations - Halloween No Formal Observations - Thanksgiving Break
December 2026	December 1 December 18	No Formal Observations - Thanksgiving Break No Formal Observations - Winter Break
January 2027	January 5 January 15 January 19	No Formal Observations - Winter Break No Formal Observations - MLK Day No Formal Observations - MLK Day
February 2027	February 12 February 16	No Formal Observations - President's Day No Formal Observations - President's Day
March 2027	March 12 March 22 March 25 March30	No Formal Observations - Spring Break No Formal Observations - Spring Break No Formal Observations - Easter Holiday No Formal Observations - Easter Holiday
April 2027	**April 30**	**ALL LEAD processes must be completed**
May 2027	May 21	Last Day of classes for students

LEAD Appraisal Guidelines

Policy DNA

- All classroom teachers may be appraised annually. If classroom teachers meet the requirements of the biennial evaluation waiver, they may be appraised less frequently than annually.
- Appraisal observations shall occur in core instructional settings and shall not be conducted in extracurricular assignments.
- The appraiser shall provide teachers all classroom observation feedback forms within 10 school days of the observation.

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

Appraisal Responses and Appeals

- Teachers may provide written responses during the evaluative process at the following times:
    - Following receipt of observation feedback
    - Following receipt of documentation of anecdotal information
    - Following receipt of the completed LEAD rubric instrument after the End of Year Conference/Goal Attainment Review
- Any teacher response must be provided to the appraiser within 10 school days of the documented event.
- Teachers may request a second appraisal following receipt of completed observation feedback forms comprising at least 45 minutes of classroom observations.
- Any request for a second appraiser must be provided to the Human Resources department within 10 school days of receiving all completed 45 minute observation feedback forms.
- Second appraisers will be determined by Human Resources from the pool of LEAD appraisers trained by the District.
- The second appraiser will make observations according to the teacher-appraiser Classroom Observation Agreement document, not to exceed 45 minutes, and as necessary and appropriate to complete observation feedback forms.
- Second appraisals will stand separate and apart from the original appraisal. The first and second appraisals will not be averaged, nor will one supplant the other.

Employee Involvement

Policies BQA, BQB

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

Professional Learning

Policy DMA

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

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

All LISD staff must earn 12 hours of trade credit during the period of time from May 26, 2026 through March 31, 2027. Trade credit hours, which consist of pre-approved professional learning time undertaken outside of contract hours, are in exchange for two paid days off (November 23, 2026 and November 24, 2026). Employees must complete a total of 12 hours of pre-approved professional learning, outside of contract hours, to complete this requirement.

Mental Health Training

Policy DMA

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

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

Administrative and Counseling Internships

Any administrative or professional internships or hours of observation sought by District employees as part of their

completion of an advanced degree must be approved in advance by the Chief Human Resource Officer.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

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

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

Employees should contact Payroll at 972-350-4721 for questions regarding pay calendars and paychecks. Contact Human Resources for questions regarding salary placements at HRCompensation@lisd.net or 469-948-8032.

Timekeeping

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

Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid semi-monthly. An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. Employees are responsible for reviewing their pay advice and reporting any concerns to the payroll department. Questions about your payroll statement should be directed to the Payroll Department at 972-350-4721.

The schedule of pay dates for the 2026-2027 school year follows:

PAY DATES	PAID DATES FROM/TO	Abs & Special Earnings FROM/TO	PROCESS PAYROLL
9/1/2026	8/1 to 8/14	8/1 to 8/14	8/28
9/15/2026	8/15 to 8/31	8/15 to 8/31	9/11
9/18/2026	9/1 to 9/30	7/27 to 8/30	9/17
10/1/2026	9/1 to 9/14	9/1 to 9/14	9/29
10/15/2026	9/15 to 9/30	9/15 to 9/30	10/13
10/20/2026	10/1 to 10/31	08/31 to 9/27	10/16
11/1/2026	10/1 to 10/14	10/1 to 10/14	10/29
11/13/2026	10/15 to 10/31	10/15 to 10/31	11/12
11/20/2026	11/1 to 11/30	9/28 to 11/1	11/18
12/1/2026	11/1 to 11/14	11/1 to 11/14	11/20
12/15/2026	11/15 to 11/30	11/15 to 11/30	12/11
12/18/2026	12/1 to 12/31	11/2 to 11/29	12/17
1/1/2027	12/1 to 12/14	12/1 to 12/14	12/18
1/15/2027	12/15 to 12/31	12/15 to 12/31	1/13
1/20/2027	1/1 to 1/31	11/30 to 12/27	1/15
2/1/2027	1/1 to 1/14	1/1 to 1/14	1/28
2/15/2027	1/15 to 1/31	1/15 to 1/31	2/11
2/19/2027	2/1 to 2/28	12/28 to 1/31	2/18
3/1/2027	2/1 to 2/14	2/1 to 2/14	2/25
3/15/2027	2/15 to 2/28	2/15 to 2/28	3/11
3/19/2027	3/1 to 3/31	2/1 to 2/28	3/12
4/1/2027	3/1 to 3/14	3/1 to 3/14	3/30
4/15/2027	3/15 to 3/31	3/15 to 3/31	4/13
4/20/2027	4/1 to 4/30	3/1 to 3/28	4/16
5/1/2027	4/1 to 4/14	4/1 to 4/14	4/29
5/14/2027	4/15 to 4/30	4/15 to 4/30	5/13
5/20/2027	5/1 to 5/31	3/29 to 4/25	5/18
6/1/2027	5/1 to 5/14	5/1 to 5/14	5/28
6/15/2027	5/15 to 5/31	5/15 to 5/31	6/11
6/18/2027	6/1 to 6/30	4/26 to 5/30	6/16
7/1/2027	6/1 to 6/14	6/1 to 6/14	6/29
7/15/2027	6/15 to 6/30	6/15 to 6/30	7/13
7/20/2027	7/1 to 7/31	5/31 to 6/27	7/15
8/1/2027	7/1 to 7/14	7/1 to 7/14	7/29
8/13/2027	7/15 to 7/31	7/15 to 7/31	8/12
8/20/2027	8/1 to 8/31	6/28 to 8/1	8/18

Automatic Payroll Deposit

Lewisville ISD deposits all compensation directly into employee accounts. Contact the Payroll office at 972-350-4721 for more information about the automatic payroll deposit service. To enroll or make changes to an employee's automatic payroll deposit, the employee must complete a Direct Deposit form and send it to the Payroll Department. In order to process, the form must be received at least 10 days before the Employee's actual pay date. For security purposes, the Direct Deposit Form is not published, please contact Payroll to request a form, (payroll-dept@lisd.net).

Employees who do not provide the Payroll Department with a new Direct Deposit Form at least 10 days before their pay date, a check will be generated and will need to be picked up in the Payroll department. The employee must provide a new Direct Deposit Form when they pick up their check.

Payroll Deductions

Policy CFEA

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

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

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

Overpayments

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

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

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

Wage Offset or Withholding

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

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

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

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

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

Employees of Lewisville ISD are eligible to participate in both the 403(b) and 457(b) plans as well as 403(b) Roth and 457(b) Roth plans sponsored by Lewisville ISD. Roth plans are not tax deferred. Please visit the benefits website for more information. Participation is voluntary and no matching of funds is available. For information about the investment options available through the 403(b) or 457(b), please contact the Benefits Office.

Overtime Compensation

Policies DEAB, DEC

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined by the federal Fair Labor Standards Act as all hours worked in excess of 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours in a work week will be compensated in straight time pay.

Employees must work more than 40 total hours in a work week to earn overtime compensation. For the purpose of calculating overtime, a work week begins at 12:01 a.m. Monday and ends at midnight Sunday.

Employees will be compensated with direct pay for overtime at time-and-a-half rate, with approval by the supervisor. Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

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

District Travel Guidelines

It is the intention of the Lewisville Independent School District to reimburse its employees for all reasonable travel-related expenditures incurred while away from the office/campus and representing the District on official school business. Please read the following guidelines carefully to ensure that you understand the appropriate limits and requirements for reimbursement.

Please Note:

- **Individual departments may set reimbursement limits that are lower than the amounts stated in the travel guidelines. In addition, departments may set a limit on the total amount to be reimbursed for a particular trip.**
- **Advances for employee travel are not allowed.**

The most current forms must be used. If old or out-of-date forms are used, reimbursement may be delayed or denied. The most up-to-date forms can be found on the Intranet or in the Business Office Procedures Manual. The standard Travel Expense Form should NOT be used for federal and state travel reimbursement requests; use the Federal and State Grant Travel Expense Form. Travel expenses authorized under this guideline will be reimbursed to the employee after the trip upon submission of a properly completed LISD Travel Expense Form or Local Mileage Reimbursement Form to the campus bookkeeper or secretary.

The Travel Expense Form must be submitted within 10 days of completion of travel. The bookkeeper/secretary will request reimbursement by entering a purchase request into the Skyward system and then forward a reimbursement form along with original receipts and expense statement to the Accounting & Budgeting Department. For ease of scanning documents, attach any odd-sized receipts or copies using tape rather than staples (tape receipts onto a piece of paper); however, do not tape over printed words or numbers because the chemicals in the tape when placed over printed ink cause the print to disappear.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public-school employee health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

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

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare. The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees via the Benefits website. Employees should contact the LISD Benefits Office for more information at 469-948-8104.

Employee Assistance Program through UnumProvident's LifeBalance Program

CHUBB's ComPsych Guidance Resources is a comprehensive information program for employees, which provides assistance in managing workplace stress and dealing with personal and family issues ranging from severe to everyday problems. Available to employees and their family members, the program provides 24-hour access to professional advice. It provides information on a wide range of topics/issues, including legal and financial issues, older adult and parenting resources, personal and work-related problems, and all the little things that demand attention each and every day. Services are also provided in Spanish or through simultaneous translation in more than 140 other languages. TTY access is also available. When an employee needs help with work, home, and personal and family issues, CHUBB's ComPsych Program is there. And best of all, there is no charge to the employee to use it. One toll-free call to CHUBB can help employees find or develop solutions to problems. Call 1-844-266-0712 for assistance or visit the Benefits website (www.lisd.net/benefits) for more information.

Supplemental Insurance Benefits

Policy CRG

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

Cafeteria Plan Benefits (Section 125)

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

Termination of Health and Supplemental Insurance Benefits

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

Workers' Compensation Insurance

Policy CRE

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

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

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Benefits Office.

Texas Teacher Retirement System

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

- Employment on a regular basis for either an indefinite period of time or a definite period of 4 ½ months or more,
- For one-half or more of the full-time workload, and
- With compensation paid at a rate comparable to the rate of compensation for other persons employed in similar positions.

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

Employees who plan to retire under TRS should notify Human Resources and the Payroll Department as soon as possible. Information on the application procedures for TRS benefits is available from TRS at: Teacher Retirement System of Texas, 4655 Mueller Blvd., Austin, TX 78723, or call 1-800-223-8778. TRS information is also available on the TRS website (www.trs.texas.gov). See *Employment after Retirement* at https://www.trs.texas.gov/pension-benefits/retiree-resources/employment-after-retirement for information on restrictions of employment of retirees in Texas public schools.

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

Policy DEC

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

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

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

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

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 have personal needs that will require long leaves of absence should call the Benefits Office for counseling about leave options, continuation of benefits, and communicating with the District.

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

The following steps must be taken to request leave:

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

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

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

Leave shall be recorded as follows:

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

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

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

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

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is

considered a “no call/no show”. An employee who is absent for three consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

Medical Certification

Any employee who is absent more than three days because of a personal or family illness or injury must submit a medical certification from a qualified health care provider confirming the specific dates of the illness or injury, the reason for the illness or injury, and in the case of personal illness or injury, the employee’s fitness to return to work.

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

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

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

Availability of Leave at the Beginning of the School Year

Policy DEC

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

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

Absence Reporting Requirements

All employees must report absences from duty through the District’s Automated Substitute System and must follow absence reporting requirements of their supervisor. Employees are required to complete the Request for Planned Absence form and submit the form to their supervisor for approval or denial. Absences can be reported to the Automated Substitute System at www.aesoponline.com.

Continuation of Health Insurance

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

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

Personal Leave

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

Nondiscretionary

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

Discretionary

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

- An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor in advance of the anticipated absence.
- No more than three (3) personal leave days may be taken consecutively without the prior written approval of the building principal/supervisor.
- Discretionary personal leave will be granted on a first-come, first-served basis.
- The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor in determining whether to grant discretionary leave.
- Compensation for personal state and local leave upon retirement will be provided per guidelines found within Board policy DEC (LOCAL).
- Employees taking discretionary leave without approval may be subject to disciplinary action and/or salary deductions.

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

- First week of instruction (August 12 - August 14, 2026);
- Last week of instruction (May 17 – May 21, 2027);
- State testing days;
- A day before or after a school holiday or unused bad weather day; or
- Professional Learning Days / Teacher Workdays

Campus Guardians and Armed Screeners may not use discretionary personal state and/or local leave during the first and last weeks of instruction, or on the day before or after a school holiday or unused bad weather day. All nurses and special education itinerant staff such as speech therapists, occupational therapists, physical therapists, diagnosticians, etc. must present their request for discretionary leave greater than 3 days through the Health Services Director and the Special Education Director respectively.

Leave Proration

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

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

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas.

Sick leave may be used for the following reasons only:

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

Local Leave

All full-time employees (6 or more hours per day) shall earn five equivalent workdays of local personal leave per school year, concurrently with state personal leave. Unused local personal leave will accumulate (maximum of 50

days) and shall be taken with no loss of pay. All local leave is available at the beginning of the school year.

Employees taking discretionary local personal leave without approval will be subject to disciplinary action and salary deductions (see “Discretionary” above).

Local days can be donated from one employee to another but cannot be sold to another employee. The employee receiving the donated days must have exhausted all of their available fully paid leave. Employees wishing to donate a local day to another employee must submit a request form to the Payroll Department. The form can be found on the Payroll website. Donated days must be used within the current school year. Donated days cannot be used for absences due to unfulfilled trade day credit, or to offset Workers’ Compensation TIB payments.

Bereavement Leave

All full-time employees may be eligible for 5 bereavement days to be used for consecutive absences due to the death of an immediate family member as defined below. The term “immediate family” is defined as:

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

The employee must provide the Benefits Office with a funeral notice or an obituary to establish a relationship or a death certificate. Requests for bereavement leave must be made within 60 days from the immediate family member’s death and the awarded bereavement days must be used within 60 days from the immediate family member's death.

Bereavement Leave days will be awarded on a subsequent paycheck, not necessarily your next paycheck.

Hardship Leave

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

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

- The employee has an illness or disability requiring treatment by a certified health care provider (including pregnancy related disability) that results in the employee's incapacity to perform his or her duty function. Hardship leave is not to be used for individual employee or immediate family members doctor’s appointments unless the appointment is for treatment of an ongoing serious health condition.
- To care for the employee’s spouse, child or parent if the spouse, child or parent has a serious health

condition. The maximum number of hardship days available to care for a spouse, child or parent is ten (10) equivalent workdays per school year. Any hardship days granted to an employee for the care or a spouse, child or parent will be deducted from the maximum available per school year.

- For bereavement leave due to the death of a child, spouse, or parent. The maximum number of hardship days available for bereavement due to the death of a child, spouse or parent is five (5) equivalent workdays per school year. Any hardship days granted to an employee for bereavement leave due to the death of a spouse, child or parent will be deducted from the maximum available per school year.

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

When the need for hardship leave is not foreseeable, the employee shall notify the Benefits Department as soon as possible. Under ordinary circumstances, an employee shall provide notice within three working days after learning of the need for hardship leave. Notice may be provided either in person, by telephone, fax, e-mail, or other electronic means. Hardship leave shall be taken with 50% of daily rate of pay deducted for each day used, whether or not a substitute is employed. Hardship leave shall not be used for any monetary gain, personal travel, or recreational purposes.

Hardship Leave must be requested within 60 days from the first eligible absence pertaining to the request.

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

Paid Vacation

Each full-time employee who serves in a position normally requiring 12 months of service (minimum of 240 workdays) shall earn ten paid vacation days per work year, in accordance with administrative regulations.

Beginning on July 1, 2013, each full-time employee who serves in a position normally requiring 12 months of service (minimum of 240 workdays) and who has been continuously employed by the District for at least 15 years shall earn 15 paid vacation days per work year, in accordance with administrative regulations. These days will be awarded following completion of the 15th year.

An employee shall not earn vacation days when in an unpaid status. An employee using full or proportionate paid leave or vacation days shall be considered to be in a paid status.

No more than 20 vacation days shall carry forward from one work year to the next. Any vacation days earned above the maximum accumulation of 20 and not used within the work year in which they are earned shall be forfeited at the end of the work year. The District shall make vacation days for the current work year available at the beginning of the work year.

The District shall not approve use of vacation days for more vacation days than have been accumulated in prior years plus those to be earned during the current work year; therefore, no employee shall have more than 30 vacation days (or 35 vacation days, as applicable) available for use at any time.

Use of vacation days shall be scheduled in advance with approval from the employee's immediate supervisor. If an employee uses more vacation days than he or she has earned, the District may use other available leave, if

appropriate, or will deduct the cost of the unearned vacation days from the employee's check for the work year or from the last paycheck if the employee ceases to be employed by the District during the work year. Docks occur according to the Payroll schedule posted on the LISD Website.

The District shall pay no compensation for unused vacation days upon any separation from employment.

Sick Leave Bank

Full-time employees who have exhausted all available leave and are a member of the Sick Leave Bank, may request Sick Leave Bank leave. The approved Sick Leave Bank leave shall not exceed a maximum of 25 days per year with a lifetime maximum of 100 days.

The employee may qualify for Sick Leave Bank leave under the following conditions:

- The employee has a critical illness or disability requiring treatment by a certified health care provider that results in the employee's incapacity to perform his or her duty function.
- To care for the employee's spouse, child or parent if the spouse, child or parent has a serious health condition.
- The maximum number of days available for bereavement due to the death of a child, spouse, sibling or parent is five (5) consecutive days per school year. The maximum days granted to an employee for bereavement leave due to the death of a grandparent, in-law or grandchild is 3 consecutive days.
- For additional details on Sick Leave Bank, please visit https://benefits.lisd.net/leave/sick-leave-bank.

Local Procedures for Implementing Family and Medical Leave (FML) – General Provisions

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

What is FMLA leave?

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

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

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

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

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

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

Am I eligible to take FMLA leave?

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

- You work for a covered employee
- 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

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

12-month period for the following reasons:

- 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:

12-month period for the following reasons:

- 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

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

Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period, measured backward from the date an employee uses FML.

Combined Leave for Spouses

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

Use of Paid Leave

FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently. Classroom teachers have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child.

Intermittent Leave

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

Fitness for Duty

An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement

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

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

DECA [LEGAL]).

Failure to Return

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

District Contact

Employees that require FML or have questions should contact the Benefits Office Leave Coordinator at 469-948-8103 for details on eligibility, requirements, and limitations.

Military Family Leave Entitlements

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

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

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

***The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition."**

Definition of Serious Health Condition

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

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more

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

Temporary Disability

Certified employees

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

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

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

When an employee is ready to return to work, the employee's supervisor and Benefits Department should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the full-time employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated at the beginning of the following school year. If a full-time educator is on an extended leave that results in the full-time educator receiving a pay-off, the full-time educator will be placed on the payroll schedule for payment on the 20th of each month when they return from leave and begin receiving salary.

Workers' Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

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

benefits.

Assault Leave

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

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

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

Jury Duty

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides.

An employee should report a summons for jury duty to his or her supervisor as soon as it is received and is required to provide the district a copy of the work certificate received at jury duty. SB 370 and HB 504 of the 86th Regular Session of the Texas Legislature, effective September 1, 2019, expanded jury service protection to service on a grand jury. Policy DG (LEGAL) states statutory protections for an employee who serves as a juror or grand juror. Policy DEC (LOCAL) states the District's compensation policy. If an employee is dismissed from jury duty and they can make it back to work by 11:00 am, they are required to report to work. If an employee is dismissed from jury duty and they cannot make it back to work by 11:00 am, they will not report to work but will use a half-day of personal leave.

A copy of the release from jury duty or work certificate at the court is required.

Compliance with a Subpoena

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

Truancy Court Appearances

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

Religious Observance

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

Military Leave

Paid Leave for Military Service

Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave

Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Human Resources. 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 Human Resources for details on eligibility, requirements, and limitations.

Other Requests for Leave

The District does not offer any other type of leave except those detailed in policy and in the Employee Handbook;

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

Request for Workplace Accommodations

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

- Detailed description of the accommodation(s) requested
- Length of time accommodation(s) are needed

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

Absent Without Pay

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

Requests to Change Type of Leave Used

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

Employee Recognition and Communications

Employee Recognition and Appreciation

Policy DJ

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

District Communications

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

Media Relations and Public Information

The LISD Communications Department serves as primary contact for media outlets. All media inquiries should be directed to this department.

Publications

- Digital Newsletters
- Bond and Election Information
- The Loop - a quarterly district magazine
- Campus Profiles
- Press Releases
- Academic Calendar
- Boundary Map
- Other special publications

Video Production

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

Web and Application Development

The District will develop and maintain online communications through multiple device browsers and applications.

Social Media

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

Emergency Communication

The District will keep the community informed with up-to-date information.

In an emergency situation, the district will use multiple mediums to communicate accurate, consistent information. These methods include: ParentLink family and staff emails, lisd.net, social media, and media notifications when necessary.

Complaints and Grievances

Policy DGBA

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

The formal grievance process may be found in LISD Board Policy DGBA (Legal) and DGBA (Local).

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

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

DGBA (LOCAL) or https://pol.tasb.org/PolicyOnline/PolicyDetails?key=384&code=DGBA#localTabContent

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

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

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

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines including intentionally making a false claim, offering false statements, or refusing to cooperate with a District investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC by the superintendent. See *Reports to the Texas Education Agency* for additional information.

Neutrality in the Classroom

Policy EMB

The district shall address controversial topics in an impartial and objective manner. Teachers shall not use the classroom to transmit personal beliefs regarding political or sectarian issues. Students and educators shall ensure that, to the extent possible, discussions are conducted fairly and courteously.

In guiding classroom discussion of controversial issues, teachers shall:

1. Foster students' critical thinking skills.
2. Encourage discussion based on rational analysis.

3. Create an atmosphere in which students learn to respect others' opinions and disagree courteously.
4. Ensure that multiple viewpoints about the issue are presented by introducing an unexpressed viewpoint when necessary.
5. Avoid any attempt to coerce or persuade students to adopt the teacher's point of view.

Violations of this provision may result in disciplinary action.

Dress Code

Policy DH

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor. The standards set out herein are intended to promote community values and enhance an orderly educational environment and shall not be applied to discriminate or unlawfully infringe on any individual's religious beliefs or protected speech.

- An employee shall be expected to maintain dress and grooming habits that project a professional image for the employee, school, and District.
- An administrator shall have the discretion to determine appropriate attire and grooming and should notify employees when their dress or grooming fails to comply with these standards.
- Employees will abide by a business casual dress code, which includes:
    - Jeans, no holes or frays, may be worn <u>any day</u> of the week but must be paired with a professional dress shirt or school spirit shirt.
    - Employees must ensure appearance is neat and professional.
    - Footwear should provide for staff safety.
    - Leggings and/or yoga pants may be worn if a longer shirt or tunic top completely covers the entire buttocks area.
    - Attire that is provocative, revealing, or likely to be distracting is not considered professional or appropriate.
    - May not wear clothing prohibited by the <u>Student Code of Conduct</u>.
    - An employee should not wear outside his or her clothing, or otherwise allow to be visible, any jewelry or similar artifacts that are obscene, distracting, or that may cause disruptions to the educational environment.
    - Facilities, Transportation, Safety and Security, Custodial, and Food Service meet guidelines of those departments that require different uniforms.

- Staff Spirit Day Dress Guidelines:
    - **<u>Standard Rule:</u>** Staff should remember the integrity of their position, and it is essential that all employees give due consideration to the way they dress, since they are often viewed as role models by

the students we serve.

- Staff participating in staff and student themed spirit days are still required to adhere to the district staff dress code guidelines, which indicate that attire that is provocative or revealing or likely to be distracting is considered inappropriate.

- Administrators shall have the discretion to determine appropriate attire and grooming and should notify employees when their dress or grooming fails to comply with these standards.

Code of Ethics and Standard Practices for Texas Educators

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

Purpose and Scope

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

Enforceable Standards

Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or 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 or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use, 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:

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

Ethical Conduct toward Professional Colleagues

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

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

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

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

and responsibilities.

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

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

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

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

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:

(1) physical proximity or physical contact beyond the professional role or that the student has indicated is unwelcome, unless such contact is professionally required;
(2) 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;
(3) transporting the student without permission from the student's legal guardian or in violation of school board policy, unless for an emergency;
(4) taking or possessing a photo or video of the student beyond the professional role or in violation of

school board policy; and
(5) 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:

(1) the nature, purpose, timing, and amount of the communication;
(2) the subject matter of the communication;
(3) whether the communication was made openly, or the educator attempted to conceal the communication;
(4) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
(5) whether the communication was sexually explicit;
(6) 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
(7) whether the communication could be reasonably interpreted as threatening the welfare and/or safety of the student.

It is the responsibility of each employee to act ethically and professionally in the scope of their duties, and this responsibility extends to the use of artificial intelligence (AI), including professional applications of generative AI. Employees should respect the intellectual property rights of others and refrain from using generative AI to infringe upon copyrights, trademarks, or patents. It is important to only utilize generative AI within the bounds of applicable laws, regulations, and licenses.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

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

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

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

DIA (LOCAL) or https://pol.tasb.org/PolicyOnline/PolicyDetails?key=384&code=DIA#localTabContent

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 or abuse of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or 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. See *Reporting Suspected Child Abuse* and *Bullying* for additional information.

Procedures for reporting and investigating harassment of students are listed below:

- 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 shall immediately notify the Title IX Coordinator (Will Skelton at skeltonw@lisd.net) or the ADAS/Section 504 coordinator (Eugene Yarrobino at yarrobinoe@lisd.net) or the superintendent (superintendent@lisd.net).
- An individual shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or the ADA/ Section 504 coordinator, may be directed to the Superintendent. A report against the superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.
- To ensure the district's prompt investigation, reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.
- For further information refer to the District's policy which addresses discrimination, including harassment, and retaliation against District students:

  FFH (LOCAL) or https://pol.tasb.org/PolicyOnline/PolicyDetails?key=384&code=FFH#localTabContent

Reporting Suspected Child Abuse

Policies DG, DHB, 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, a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

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

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

Reports to DFPS can be made using the Texas Abuse Hotline (txabusehotline.org/login/default.aspx or 1-800-252-5400). 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 retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. 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 suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at https://www.dfps.texas.gov/Contact_Us/documents/swiflyer.pdf. 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 about in *Reporting Suspected Child Abuse.*

Reports to the Texas Education Agency

Policies DF, DHB, DHC

The conduct of an employee must be reported to TEA within 48 hours if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

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

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

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security proce-dures established under TEC §39.0301. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Reporting Crime

Policy DG

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

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence. The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ, CQD

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

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

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

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and/or legal action. Employees with questions about computer use and data management can contact Leslie Garakani, Chief Technology Officer.

Personal Use of Electronic Communications

Policies CQ, CY, DHA

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web/video conferencing such as WebEx, Zoom, Google Meets etc., web logs (blogs), wikis, electronic forums (chat rooms), video- sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, X, LinkedIn, Instagram). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.

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

electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using district's computers, network, or equipment.
- The employee shall limit personal use of personal electronic devices to send or receive calls, text messages, pictures, and videos to duty free times; such as before or after work hours and during lunch (if applicable) unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures that would violate the privacy of students, staff and or parents. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
    - Confidentiality of student records. [See Policy FL]
    - Confidentiality of health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law. [See DHA (LEGAL)]
    - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
    - Copyright law [See Policy CY]
    - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DHA (LEGAL)]

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

Use of Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus

principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

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

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

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

- Electronic communications mean any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, or mobile device. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website or App, including a social media website or App, and web/video conferencing such as WebEx, Zoom, Google Meets etc.
- Communicate means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication: however, the employee may be subject to district regulations on personal electronic communications. See Personal Use of Electronic Media, above. Unsolicited contact from a student through electronic means is not communication.
- Certified or licensed employee means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians,school psychologists, and athletic trainers.

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:

- The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
- The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
- For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address.

- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network account; the employee must create a separate social network account ("professional page") for the purpose of communicating with students.
- The employee must enable administration and parents to access the employee's professional page.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including but not limited to:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records [See Policies CPC and FL]
  - Copyright law [See Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to- one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor. The request will be reviewed by Human Resources for approval or denial.

Social Media Guidelines

Policies DH, CQ

Social media is an important tool used to effectively communicate with our various stakeholder groups, including families, campus communities, staff and students. We encourage district representatives to use these channels in order to share information, engage with followers and showcase the incredible work on display across LISD campuses as often as possible. In order to ensure the best and most appropriate use of social media platforms, we have created the following guidelines and tool kit for you to refer to as you develop your online following. In an environment where public educators' employment has been negatively impacted by the use of social media, these guidelines serve as a means to ensure that staff are in compliance with Federal laws (such as FERPA), state laws, and district policies in the use of social media. It is imperative that district staff understand the district's expectations for the use of social media as public educators must serve as role models for students in their online presence, posting and behavior.

Lewisville ISD Social Media Guidelines

Public Information on Private Devices

Policies DH, GB

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

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

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policies DH, DHB, DHC

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

- Crimes involving school property or funds

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

Moral turpitude includes the following:

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

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

The superintendent and directors are 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.

DHB(LEGAL) or https://pol.tasb.org/PolicyOnline/PolicyDetails?key=384&code=DHB#legalTabContent

DHC(LEGAL) or https://pol.tasb.org/PolicyOnline/PolicyDetails?key=384&code=DHC#legalTabContent

Alcohol and Drug-Abuse Prevention

Policy DH

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

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

DH (LOCAL) or https://pol.tasb.org/PolicyOnline/PolicyDetails?key=384&code=DH#localTabContent

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, GKA, FNCD

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

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

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

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

Fraud and Financial Impropriety

Policy CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties

- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

District employees shall not serve in a financial capacity of a booster or other parent organization. Financial capacity includes holding positions of treasurer, fundraising chairperson, or serving as a check signer.

Nepotism

Policy DBE

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

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

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

Conflict of Interest

Policies CB, DBD

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

- A personal financial interest
- A business interest
- Any other obligation or relationship

- Non-school employment

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

Similarly, employees are discouraged from serving in any position in a campus-based organization or entity as an officer responsible for managing the group's finances. Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright law 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. An employee may not stream movies from his/her personal paid subscription streaming service. The terms of use of many streaming services do not permit the subscriber to share the contents of the service with others. However, if these providers have content covered by a license purchased by the campus, that content can generally be shown in the classroom.

Intellectual Property

Policy CY

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

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

including the right to obtain patents or copyrights.

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

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

Associations and Political Activities

Policy DGA

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

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

Use of District resources, including work time, for the advocating or prohibition of a candidate or ballot measure is prohibited.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence. Employees who need to be absent from work due to responsibilities for an officer position within the professional association must communicate with their immediate supervisor prior to the absence and should take a personal day for the absence.

Charitable Contributions

Policy DG

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

Safety 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
- Comply with Door Security Guidelines:
    - Exterior doors should not be propped open and left unattended for any reason
    - Interior classroom doors should be locked and always closed during the school day
    - Failure to comply with these guidelines will result in disciplinary action (which may include termination)
- 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
- If an air purifier is assigned to the classroom, it must be turned on daily while school is in session with students present

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

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

Possession of Firearms and Other Weapons

Policies DH, FNCG, GKA

The District prohibits the use, possession, or display of any firearm, location-restricted knife, taser, club, or prohibited weapon, as defined at FNCG, on District property at all times.

No violation of this policy occurs when:

1. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun

or other firearm is not in plain view; or

2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

3. An authorized District employee, as defined by CKE (REGULATION) or Campus Guardian or Armed Screener as permitted by law and policy.

To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call a District administrator immediately.

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office. The District will require a person who enters a District campus to display the person's driver's license or another form of acceptable legal identification containing the person's photograph. Photos or images of a driver's license or any other ID will not be accepted.

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

Asbestos Management Plan

Policy CSC

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

Pest Control Treatment

Policy DI, CLB

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

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

District and Campus Level Planning

Policy BQ

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

General Procedures

Employee Identification Number

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

A secure EP number look-up can be found at LISD Employee Lookup.

Emergency School Closing

Policy EB

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

School closing decisions are reported to television channels 4 (KDFW), 5 (KXAS), 8 (WFAA), 11 (KTVT), 23 (KUVN) and 39 (KXTX). Additionally, this information is posted on the District's website at www.lisd.net.

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

Emergencies

Policies CKC, CKD

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

Identification/Keyless Access Badges

All employees are required to possess a District issued Identification Badge. All staff will display their District issued identification badge while on campus or in district buildings. Please refer to your campus/department administrator for your guidelines.

Keyless access badges are issued only upon approval and request of the campus/department administrator. If a keyless access badge has been lost or stolen, the employee is required to notify Facility Services immediately to ensure deactivation, when the employee knows or reasonably believes the badge has been lost or stolen. Keyless access badges shall not be shared with other employees, students, or community members to gain access to buildings or facilities. A replacement fee of $35 is charged to the employee for lost or stolen keyless access badge.

Key Responsibilities:

Lewisville ISD is the owner of all district building keys. When employees at the campuses or other facilities are issued a building key, it is the responsibility of that employee not to loan, transfer, give possession of, misuse, modify or alter the keys in any way. Nor are they permitted to cause, allow or contribute to the making of any unauthorized copies of these key(s).

Facility Services Locksmiths will issue building keys to the campus/facility administration. The campus/facility administration will distribute keys to their campus/facility assigned employees at their discretion using the Key Issuance/Replacement form for each employee. Forward a copy of each completed from to the LISD Locksmith at Facility Services. Further information is available on the LISD intranet at intranet.lisd.net.

Replacement Keys:

Keys will be replaced free of charge if the damage is due to wear and tear in the process of doing one's day to day work activities, or if the key was stolen and a valid police report number can be provided. The damaged key must be returned before receiving a replacement key.

In the event of a lost or stolen key, report the incident immediately to a member of the administration and the Service Response Center at 469-948-7820.

Replacement fees: A non-refundable $50.00 fee for a key/core, a non-refundable $25.00 fee for a padlock key. Additional charges may be assessed depending upon the access level of the key.

Purchasing Procedures

Policy CH

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

Name, Gender, and Address Changes

It is important that employment records be kept up to date. An employee should change or update his or her address, phone number, e-mail address, emergency contact information, and W-2 delivery method online through Skyward Employee Access at https://www.lisd.net/staffskyward.

In Texas, a court order is needed for any individual who seeks to change a name or gender marker.

For last name changes, the employee must obtain a new social security card and bring it to the Human Resources and Payroll Departments. Employees must inform TRS in writing when requesting a name change. Contact Human

Resources for questions regarding name or gender changes.

Personnel Records

Policy DBA, GBA

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

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

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

Facility Use

Policies DGA, GKD

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

Vehicles

District owned vehicles

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

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

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

Use of personal vehicle for school business

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

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

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

School Tutorials and Failure Notification

The District expects all instructional staff to make tutorials available to students to ensure academic growth and success. Instructional staff will monitor student progress and utilize data to determine when there may be a need for tutorials. Tutorials may be offered before, during, or after school based on campus hours and staff availability. Students attending tutorial sessions should be those students who are failing a particular subject, or students who need review of a concept, or students who require extra help and support, or students requiring reteach. Secondary teachers will document the need for tutorials and attendance at tutorial sessions in their grade book.

Parents must be notified at the end of the third week of each nine-weeks grading period if their child is failing or in danger of failing.

Termination of Employment

Resignations

Policies DFE, DHB

Contract employees

Contract employees may resign their position without penalty at the end of any school year if the online Resignation Form, available at https://docunavweb.lisd.net/Forms/Resignation, is submitted at least 45 days before the first day of instruction of the following school year. Supervisors shall instruct the employee to submit the online Resignation Form.

Contract employees may resign at any other time only with the approval of the Superintendent, Chief Human Resource Officer, or Board of Trustees. Resignation without the consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days of the following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- Illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The superintendent is required to report such conduct to SBEC.

Noncontract employees

Noncontract employees may resign their positions at any time. The online Resignation Form, available at https://docunavweb.lisd.net/Forms/Resignation should be submitted to Human Resources at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the resignation form.

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

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor

- Was involved in or solicited a romantic relationship with a student or minor
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The superintendent is required to report such conduct to SBEC.

Dismissal or Nonrenewal of Contract Employees

Policy DF Series, DHB, DPA, DPB

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in District policies. The Board of Trustees may non-renew or terminate employees' probationary or term contracts at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when written notice is given to an employee. The reporting requirements for termination of a contract employee are the same as those listed above in Resignations/Contract Employees.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series of Board policy that is provided to employees or online in electronic format at www.lisd.net.

Dismissal of Noncontract Employees

Policies DCD, DHC, DPA, DPB

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

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

Discharge of Convicted Employees

Policy DF

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

- An offense requiring the registration as a sex offender

- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If the Title 5, Penal Code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge for does not apply.

Prohibition on Diversity, Equity, and Inclusion

Policies DF, DH

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

Prohibited Classroom Instruction

Policies DF, DH

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

Exit Procedures

All employees leaving the District must complete an electronic Resignation Form prior to separating from the District. For information on the continuation of benefits, release of information, and procedures for requesting references, contact the Human Resources or Benefits Department. The resignation form can be found at https://docunavweb.lisd.net/Forms/Resignation.

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

Reports Concerning Court-Ordered Withholding

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

- Termination of employment not later than the seventh day after the date of termination

- Employee's last known address
- Name and address of the employee's new employer, if known

Use of Electronic Signatures

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Will Skelton, Chief Student Services Officer, the district Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should be directed to Dr. Tina Clark, Executive Director of Special Education, the district ADA/Section 504 coordinator for students.

Student Records

Policy FL

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

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

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

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on different issues. Any campus office or the Superintendent's office can provide parents and students with information on filing a complaint. Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be

directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC

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

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Grading

Students should have a reasonable opportunity to know their accurate average in their class/course/subject within a timeframe that allows for following the re-teach/re-test policy and an opportunity to recover learning. This means that teachers should record grades in a timely manner. Generally, this means that teachers should enter grades for a given assignment no later than a week after the assignment's due date. Teachers should ensure that all grades they wish to include in a given grading period are entered prior to the period's grade submission deadline.

Secondary Grading Guidelines

Elementary Grading Guidelines

Student Attendance

Policy FEB

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

Bullying

Policy FFI

Bullying is defined by Texas Education Code § 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the campus principal. The link to the District's policy that includes definitions and procedures for reporting and investigating bullying of students is below:

FFI(LOCAL) or https://pol.tasb.org/PolicyOnline/PolicyDetails?key=384&code=FFI#localTabContent

Hazing

Policy FNCC

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

Surveys and Data Collection

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

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

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

Appendix I

Title II Notice of Rights Handbook

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

INDIVIDUALS WITH DISABILITIES

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

DEFINITION

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

REASONABLE MODIFICATION

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

COMMUNICATIONS

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

AUXILIARY AIDS AND SERVICES

"Auxiliary aids and services" includes (1) qualified interpreters, notetakers, transcription services, written materials, assistive listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments, (2) qualified readers, taped texts, audio recordings, Braille

materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments, (3) acquisition or modification of equipment or devices, and (4) other similar services and actions. 28 CFR 35.104

LIMITS OF REQUIRED MODIFICATION

The District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that compliance with its responsibility to provide effective communication for individuals with disabilities would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the Board after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reading that conclusion. 28 CFR 35.164

COMPLIANCE COORDINATOR

Name: Eugene Yarrobino
Position: Chief Human Resource Officer
Telephone: 469.948.8003

GRIEVANCE PROCESS

A. EMPLOYEES

Policy DGBA (Local)

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

LEVEL ONE

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

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

LEVEL TWO

If the outcome of the conference at Level One is not to the employee's satisfaction or if the time for a response has expired, the employee may submit an appeal in writing on a form provided by the District

with the Office of Legal Services as outlined in Board Policy DGBA (Exhibit) within ten days following receipt of a response or, if no response is received, within ten days of the response deadline.

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

LEVEL THREE

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

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

The Superintendent or designee shall provide the Board with copies of the employee's original grievance, all responses, and any written documentation previously submitted by the employee and the administration. The Board is not required to consider documentation not previously submitted or issues not previously presented. The presiding officer may set reasonable time limits for both parties. The Board shall hear the grievance and may request a response from the administration. The District shall make an audiotape record of the Level Three proceeding before the Board. The Board shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision before the next regularly scheduled Board meeting, the administration's decision at Level Two is upheld.

B. MEMBERS OF THE PUBLIC DISTRICT

Policy GF (Local)

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

LEVEL ONE

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

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

LEVEL TWO

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

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

LEVEL THREE

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

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

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

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

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

For Complete Copies of District Policies DGBA (LOCAL) AND GF (LOCAL), please contact the Chief Human Resource Officer at 469-948-8003, or access the policies on the District's website at www.lisd.net.

Appendix II

Lewisville ISD Employee Acceptable Use Guidelines for Technology Resources

LISD provides technology resources to employees to support teaching, learning, communication, collaboration, administrative operations, and other authorized District business. These resources may include District networks, internet access, devices, software, applications, cloud-based services, communication systems, digital content platforms, data systems, and other current or emerging technologies.

Employees are expected to use District technology resources responsibly, professionally, ethically, and in accordance with law, Board policy, data privacy requirements, cybersecurity expectations, and the Employee Handbook. Use of District technology resources should support the District's educational mission, operational needs, and instructional goals.

Employees may access and use District-approved digital tools, online resources, communication platforms, and other technology services for educational and administrative purposes. Employees are responsible for protecting confidential, student, staff, and District information and may not enter, upload, share, or disclose protected information through unauthorized applications, websites, artificial intelligence tools, personal accounts, or other non-approved services.

The District uses technology protection measures, filtering systems, monitoring tools, and other security controls to support safe, secure, and appropriate use of technology resources. However, no filtering or monitoring system can guarantee that all inappropriate, objectionable, inaccurate, harmful, or unauthorized content will be blocked. Employees are responsible for immediately reporting technology misuse, cybersecurity concerns, suspected data breaches, inappropriate content, or unsafe online activity through the appropriate District process.

Information posted, created, shared, or communicated through District technology resources, including websites, learning management systems, email, collaboration tools, video platforms, social media, artificial intelligence tools, and other current or emerging technologies, should be professional, appropriate, and aligned with District expectations, instructional goals, and applicable policies.

The use of District technology resources is a privilege and may be limited, monitored, suspended, or revoked if used inappropriately or in violation of law, Board policy, or District expectations.

Appropriate Uses:

1. District technology accounts and resources are to be used primarily for educational, instructional, operational, communication, and administrative purposes.

2. Employees must use District-approved systems and applications when creating, storing, accessing, transmitting, or sharing student information, staff information, confidential records, or other protected District data.

3. Employees are responsible for ensuring that digital content, online communication, social media activity, artificial intelligence use, and other technology-supported work reflect professional judgment, support the

District's educational mission, and comply with applicable law, Board policy, and District expectations.

4. Employees should not use unauthorized tools, personal accounts, consumer applications, or artificial intelligence platforms to process, store, or disclose confidential District information, student records, personally identifiable information, or other protected data.

Email Signature:

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

1. Phone number
2. School address
3. Fax number
4. School, Campus, District information
5. District vision or mission statement
6. Title, subject area or grade level
7. LISD recognized professional certifications
8. Canvas, Department/School website, professional learning network etc.

Inappropriate Uses:

1. Using the system for any illegal purpose.
2. Using the system for advertising or selling any item, product or service (whether personal or for a business).
3. Disabling or attempting to disable any Internet filtering device.
4. Encrypting communications to avoid security review.
5. Sharing or borrowing someone's account credentials to access unauthorized resources.
6. Violating the District's policy on copyright and intellectual property. See Board Policy CY for additional information.
7. Intentionally introducing malware to the computer system.
8. Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. For additional guidance reference the Ethical Code of Conduct standards. See Board Policy DH and DIA for additional information.
9. Gaining unauthorized access to restricted information or resources.
10. Sending student data to persons or companies outside the district without district approval or parental consent. This includes requesting students sign up for third-party websites and applications that collect student information. See the lisd.net intranet Technology page for the information regarding software requests.

Violations of the inappropriate uses may result in disciplinary or legal action, in accordance with the District policies and applicable laws.

EMPLOYEE AGREEMENT: I agree to abide by the Lewisville ISD Employee Acceptable Use Guidelines for Electronic Communications System, and I realize that I am responsible for the monitoring of network use by students under my supervision to ensure compliance with Student Guidelines for Technology Resources. I understand that all information that I post on the web through Web 2.0 tools and social networking sites must reflect the district's instructional goals and that I must monitor these resources.

Appendix III

Lewisville ISD User Agreement for System Access

As part of LISD employment, users will have access to the data systems utilized by the Lewisville Independent School District ("Data Systems").

I understand that the information in the Data Systems is protected by federal and state laws. I agree to be legally and ethically responsible for protecting the confidentiality, integrity, and security of all protected data and information to which I have access in the Data Systems, including, but not limited to, educational records, financial information, student/staff/parent personally identifiable information, and protected health information.

I will only access and use the Data Systems in strict conformance to all applicable laws, policies, and administrative regulations governing confidential information. This means, among other things, I agree to the following:

- I will not in any way access, use, divulge, copy, release, sell, loan, review, alter, or destroy any confidential information except as properly and clearly authorized within the scope of my job duties and all applicable policies and laws. Unauthorized disclosure or use of this information or the falsification of such records is strictly prohibited.
    - I will access only the minimum necessary information that is needed to complete my authorized tasks.
        - For clarification, potential example violations include, but are not limited to:
            - Accessing the grades of your child's friends
            - Looking up the phone numbers of your neighbors for personal use
            - Gathering student or parent email addresses to send communications about the European student trip you're sponsoring that's not officially associated with the District
            - Accessing the grades or discipline records of your daughter's boyfriend
            - Checking a coworker's marital status or birthdate in the HR system
    - I will not disclose any information I have accessed unless needed to complete my authorized tasks and as allowed by law.
        - For clarification, potential example violations include, but are not limited to:
            - Telling a friend what their child's schedule will be
            - Sending a staff contact list to a friend that's starting a new business
    - I will not alter or destroy any information I have accessed unless needed to complete my authorized tasks and as allowed by law.
        - For clarification, potential example violations include, but are not limited to:
            - Changing a student's grade
            - Changing your child's schedule to have the teacher or class you prefer

    - Adding unearned credits to a student's course history
    - Deleting absences from a student's attendance record

- I will safeguard and not disclose my user ID and password or other authentication/authorization information to anyone. If I believe that the confidentiality of my user ID, password, or other authentication/authorization information has been compromised, I will immediately inform the District's Technology department by calling 972-350-1833 and requesting the Helpdesk reset my password.
- I will not leave unattended a computer to which I have logged on without first either locking it or logging off.
- I will report any conditions or activities that I reasonably believe may potentially compromise confidential information to the Technology Helpdesk by calling 972-350-1833.
- If I am aware that I am ending my employment, I must promptly provide the Human Resources department, through the District's official resignation form, with the end date of my employment so that my access to the Data Systems will be revoked effective that date. This notice must occur before the last day of my employment. When my association ends with any program(s), I will not take any confidential information associated in any way with the program(s) with me. I will return all such information to my direct supervisor or other authorized staff or destroy it in a manner that renders it unreadable and unusable by anyone.

I understand that my actions in the Data Systems may be intercepted, monitored, recorded, copied, audited, inspected, or disclosed to authorized personnel. Improper use or unauthorized access of a Data System may result in administrative disciplinary action and civil and criminal penalties.

This Agreement sets forth the terms and conditions governing my use of the Data Systems. **BY SUBMITTING THE EMPLOYEE HANDBOOK RECEIPT, I ACCEPT, WITHOUT LIMITATION OR QUALIFICATION, ALL OF THE TERMS AND CONDITIONS IN THIS AGREEMENT.**

I understand that my computer use is not private and that the District will monitor my activity on the computer system.