



Integrity Insights

Office of Professional Responsibility

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A Note from Don Smith

How would you feel if your personal identifying information was found in a public place and stolen?

The Dallas Independent School District's Districtwide Records Management Department is responsible for maintaining records according to applicable Federal, State, and local codes. However, Districtwide Records Management Department employees are also working with campuses and departments to properly dispose of records that are not vital to the operation of the district, but contain personally identifiable information due to the Business & Commerce Code, Section 35.48.

Personally identifying information means a person's full name plus any additional information such as: date of birth, mother's maiden name, social security number, unique identification number, credit card number, or financial account number.

Dallas ISD Policy CPC (Legal) provides the circumstances under which a "record" may be intentionally destroyed. Records Management staff members periodically conduct audits of the inventory sent to their department. It is vital that official records are not shipped as non-essential records. [Click here for CPC \(LEGAL\)](#)

If you need assistance determining whether a document qualifies as a record, please consult the "DISD Local Records Control Schedule". [Click here for Records Control Schedule](#)

Once you have made a decision to clean out old documents, it is best to coordinate the destruction with the Districtwide Records Management Department. Chris Stone and his staff at the Districtwide Records Management Department are a great group with which to work. You can be assured when destroying records that:

- The "records" are picked up by a uniformed Dallas ISD employee.
- From the time of removal from your campus or department the paper is stored in locked containers.
- The paper is weighed on a certified scale, and weight will be posted to Dallas ISD's material receiving system.
- Most paper is shredded within 24 hours.
- While awaiting shredding, the paper is stored in a fenced and locked storage area.
- After shredding, the paper is baled and sent to a consuming mill where it is repulped.
- Dallas ISD is then paid for the value of the recycled paper, which money is then used to help students.

Following the correct process not only allows Dallas ISD to protect identities and be a better member of the community, but also helps the environment and the students of Dallas ISD.

Embodying Ethics

A district parent, Mr. Garden, developed a plan to make sure his son was accepted as a High Performing Magnet School student. Mr. Garden spent the school year volunteering at his son, Marty's, middle school, served as the school's SBDM Committee chair, and played an active role in the middle school's PTA. Because of his work, everyone on the campus knew and liked him.

Two weeks before the magnet school applications were due, Mr. Garden visited the principal's office. He talked about his son's plans for the future and his excellent academic record. Mr. Garden also mentioned all the volunteer hours he had clocked on the campus this year. At the end of his talk, Mr. Garden told the principal he needed a big favor. Garden wanted the principal to help him by using her influence to get Marty accepted to High Performance.

After listening to Mr. Garden, the principal asked him to understand she did not have any influence on the high school's selection process. In hopes of reassuring him of Marty's chances of being selected, she talked about the quality of Marty's work and academic record. She then advised him to let Marty's record, application, and essay work in his favor as determining factors.

As the conversation ended, Mr. Garden thanked her and let her know he felt better after having had an opportunity to talk with her. He asked the principal about agenda topics for the upcoming SBDM meeting and left the office.

Upon returning to her office, the principal noticed that Mr. Garden had left a brown paper bag on her desk. She opened it and gasped in horror as she realized the bag was filled with 100 dollar bills. An attached note read, "Thank you for your help."

What should the principal do?

- A. Run outside, find Mr. Garden before he leaves, and return the money.
- B. Call her Learning Community Executive Director to report what has happened and solicit some support and direction.
- C. Keep the money and donate it to the school's activity fund.
- D. Call the Police and Security Services Department or the Office of Professional Responsibility (OPR) to report the incident.
- E. Both B and D.

See the bottom of page 2 for the answer.

Past and Present Ethical Thinking

Do not bite at the bait of pleasure, until you know there is no hook beneath it.

Thomas Jefferson

Ethics, Integrity and You

Central staff must receive an annual appraisal of their performance for the entire year. Employees who work less than 226 days must have their summative 3R conference before the end of this month. Conferences for employees who work 226 days must be held before the end of July.

Dallas ISD Policy You Need to Know

DK (Regulation) is the policy that addresses employee assignment and schedules. According to this policy, **all** district employees are required to sign in for work each day using the biometric clock.

Exempt employees are not required to sign out unless directed to do so by the campus or departmental supervisor. Nonexempt employees must sign out each day.

OPR is coordinating with Payroll and reviewing employee biometric clock sign-ins for the current school year to measure compliance with this policy.

A Look at Our Work

As of this month, OPR has closed 387 cases. Investigations of these incidents has resulted in 102 cases in which the individual was cleared of the charges or for which no further action was required.

Integrity in the Headlines

Bangkok, Thailand

The devastation caused by the cyclone in Myanmar last week focused attention not only on the recovery effort, but also on the moral issues surrounding the nation's dictatorial government and its obstruction of the delivery of aid.

Many estimates put the number of dead at 22,000 and 41,000 people are believed to be missing. Despite these dire statistics, aid organizations have found their efforts hampered by restrictions imposed by the government, which is suspicious of outsiders.

There is an effort among some world leaders to charge the Myanmar military junta with crimes against humanity for their refusal to allow aid into the country.

From Ethics Newsline

Making Ethical Decisions



People make ethical decisions every day. However, at times, a situation presents itself that poses a decision-making dilemma. This section will feature common ethical decision-making models that may prove useful to readers when trying to address an ethical dilemma.

When you must make a decision about an ethical dilemma, consider using the following model:

- Step 1: Identify the problem.
- Step 2: Identify the potential issues involved.
- Step 3: Review relevant ethical guidelines.
- Step 4: Know relevant laws and regulations.
- Step 5: Obtain Consultation.
- Step 6: Consider possible and probable courses of action.
- Step 7: List the consequences of the probable courses of action.
- Step 8: Decide on what appears to be the best course of action.

Report Fraud, Waste, or Abuse

There are several ways to report fraud, waste, or abuse:

To file a report in person, visit the Office of Professional Responsibility in Room 804 of the Buckner Building which is located at 2909 N. Buckner Boulevard, Dallas, TX.

You may also:

Call: (972) 925-8850 or 800-530-1608

Fax: (972) 794-3568

Email: opr@dallasisd.org

Write us at P.O. Box 181509, Dallas, TX 75218-8509

Visit: <http://www.dallasisd.org/about/integrity>.

The correct answer is D. Contact the Police and Security Services Department at (214) 932-5600 or OPR at (972) 925-8850. They will coordinate and contact the Learning Community Executive Director after taking a full report. Additionally, the Police Department or OPR will give the principal advice for the next steps that need to be taken. The parent in this scenario has attempted to bribe a public official, which is a criminal matter. Keep in mind that calling an organization outside of Police and Security and/or OPR may be deemed tampering with an investigation.



Dallas Independent School District