This Handbook of Ethics and Integrity belongs to:

Name: ____________________________________________

School/Department/Division: ________________________

Email Address: ________________________________

District Mail Box: _______________________________ 

Phone Number: ________________________________
The district’s mission is to prepare all students to graduate with the knowledge and skills to become productive and responsible citizens.
Handbook of Ethics and Integrity

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Code of Conduct
Introduction

As public servants, Dallas Independent School District employees have a responsibility to help create a value-guided community in which the public can place its trust. The leadership of the district is committed to maintaining and supporting a culture in which employees’ actions are guided by values and ethics. This handbook is intended to serve district employees by offering an easy to use resource for understanding district policy and providing a guide for day-to-day ethical decision making.

The Handbook of Ethics and Integrity is a living document which will be updated annually to meet the needs of district staff. Staff members are required to read the Handbook in order to understand the acceptable standards of professional behavior in the Dallas Independent School District and to abide by the standards it contains.

Ethical dilemmas present themselves as a regular course of life. Most times people solve them and move on. Yet there are times when it’s helpful to be able to talk the dilemma though with a person who has no stake in the situation or to have someone to whom questions can be addressed. In these cases, employees are encouraged to talk to their supervisor, call the Office of Professional Responsibility at (972) 925-8850 or contact a representative of the Office of Legal Services.

Be advised that employees who violate the standards presented in this Handbook may be subject to disciplinary action. If you are aware of a situation which may involve violation or potential violation of district policy, contact your supervisor or the Office of Professional Responsibility.
Principles of Public Service

The Principles of Public Service are statements of the district’s values. These six principles are general guidelines for expected employee behavior.

Trustworthiness
District employees perform their duties with honesty and integrity in conduct and communication. Employees conduct business with competence, fairness, impartiality, efficiency, and effectiveness to enhance the education of Dallas ISD students and the public trust.

Responsibility
District employees take responsibility for actions, decisions, and statements that impact the education community and the public. Employees effectively use the public resources entrusted to the district for the benefit of Dallas ISD students, the state, and the public good.

Respect
District employees treat others with professionalism, consideration, and courtesy. Employees respect others’ opinions and beliefs, value individual differences, and seek to reach new solutions based on consensus.

Caring
District employees build professional relationships with colleagues, peers, and the public based on the highest standards of fairness and consideration. These standards are the foundation of a caring professional environment that supports mutual respect, collaboration toward common goals, and excellence in job performance.

Citizenship
District employees strive to be good stewards of the public trust and public resources. They honor and abide by district policies and the laws of the State of Texas and the United States of America.

Fairness
District employees conduct business with the public and co-workers in an equitable, impartial, and honest manner, without prejudice and favoritism. Decisions are based on objective and balanced judgment and are in accordance with the district’s mission, established rules, and procedures.
Trustworthiness

District employees perform their duties with honesty and integrity in conduct and communication. Employees conduct business with competence, fairness, impartiality, efficiency, and effectiveness to enhance the education of Dallas ISD students and the public trust.

District Employees Should:

1. Avoid conflicts of interest.

A conflict of interest exists when a person has a position of trust that requires him to make decisions for the district and also has interests or obligations with another person, company, or group that may interfere with his exercise of good judgment and which the person is morally obligated to either avoid or openly acknowledge.

If you believe you may have a conflict of interest, talk to your supervisor immediately. *This is a summary of the policy; for the full text see DBD (Local).*

Examples:

An assistant principal who buys t-shirts for honor roll students from her brother’s company would have a conflict of interest.

A buyer who works part-time as a consultant for a vendor who does business with the district would have a conflict of interest.

An executive director who accepts tickets to a sporting event from a district vendor would have a conflict of interest.

District employees who are socializing with a district vendor at a high-priced restaurant may appear to outsiders to have a conflict of interest. In this case, the appearance of a conflict of interest could damage the employees’ reputations as representatives of the district.

2. Avoid abuse of their public employment.

As public servants, district employees are prohibited from using their official positions to obtain a benefit with the intent of defrauding another person, intentionally or knowingly violating a law related to the position of employment, misusing district property, services, or personnel, or any other thing of value belonging to the district.

*This is a summary of the policy; for the full text see DBD (Legal).*

Examples:

A chief level executive who awards a contract to a company that did not have the low bid because the owner is a friend would be abusing his power.

A principal who asks the campus custodian to strip, wax, and buff the wood floors at her home would be abusing her power.

A telephone system technician who uses district property in his outside telephone installation business would be abusing his power.
Trustworthiness

District Employees Should:

3. Avoid making decisions about the use of federal funds when a conflict of interest may be involved.

Employees may not participate in the selection, award, or administration of a contract supported by federal funds if doing so would involve a real or apparent conflict of interest.

A conflict would arise when the employee, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties mentioned in this sentence, has a financial or other interest in the firm selected for the award of the contract.

This is a summary of the policy; for the full text see CBB (Legal) and DBD (Local).

Example:

An employee who hires his wife to act as consultant for a district’s contract that is funded with federal dollars would have made a decision involving a conflict of interest.

4. Forgo accepting most gifts from vendors.

Avoid accepting gifts or anything valuable from vendors or anyone who desires to be a district vendor. Gifts include but are not limited to entertainment, travel, food, or lodging. Employees are able to accept gifts worth no more than $50 per year from any person, business, or organization.

This is a summary of the policy; for the full text see DBD (Local).

Examples:

The sales representative from XYZ Company who sends a director (personally) a large, expensive looking snack basket to thank you for your business would be offering the employee a gift.

A vendor asks an employee to attend an all expenses paid educators’ summit at a resort in Colorado so they can get his or her input on important educational issues. This offer is a gift.

5. Refuse bribes.

District employees are public servants and prohibited from asking for, accepting, or agreeing to accept any benefits from another person based on an agreement that a vote, decision, opinion, recommendation, or exercise of discretion will be influenced by the benefit.

A bribe is any offer of a benefit to a public servant on the understanding that the public servant’s actions will be influenced.

Offering or giving a bribe to a public servant is a crime even if an item of value does not exchange hands. If you are offered a bribe or are given a gift that for some reason you cannot refuse and believe it may be an attempt at bribery, report the incident to your supervisor. Upon receiving the report, your supervisor will report it to the Superintendent or his designee, the Office of Professional Responsibility (972) 925-8850. The gift will be donated to a recognized tax exempt organization formed for educational, religious, or scientific purposes.

This is a summary of the policy; for the full text see DBD (Legal).

Examples:

A vendor who offers to pay a district employee a commission on the sale of items to the district if the employee will guarantee a contract is offering a bribe.

A contractor who offers to hire an employee’s child if the employee ignores the contractor’s substandard work is offering a bribe.
Trustworthiness

District Employees Should:

6. Refuse commissions or rebates for textbooks.

Teachers or administrators who accept commissions or rebates for textbooks used in the school in which they work are committing a class B misdemeanor.

This is a summary of the policy; for the full text see DBD (Legal).

Example:

A teacher who influences his co-workers to purchase a textbook for which he is getting commission would be committing a class B misdemeanor.

7. Avoid accepting gifts, favors, or services related to the textbook selection process.

Teachers or administrators who accept gifts, favors, or services that: a) are given to the person or the person’s school; b) might influence the person in the selection of a textbook; and c) could not be lawfully purchased with funds from the school’s textbook fund are committing a class B misdemeanor.

In this case, “gifts, favors, or services” do not include staff development service, or teacher training; or instructional materials, such as maps or worksheets that convey information to the student and otherwise contribute to the learning process.

This is a summary of the policy; for the full text see DBD (Legal).

Example:

A campus administrator who influences his teachers to select an untested reading program during the textbook adoption period because the publisher promised to purchase “clickers” for all reading students at his school would be committing a class B misdemeanor.

8. Understand the policy on honoraria and expenses.

A public servant commits a class A misdemeanor if he or she asks for, accepts, or agrees to accept an honorarium in consideration for performing services the employee would not have been asked to provide but for his or her official position. An honorarium is defined as payment, either cash or gift, for giving a speech, publishing an article, participating on a panel, or serving as a master of ceremonies.

However, public servants are not prohibited in accepting transportation, lodging expenses, or meals in connection with a conference or similar event in which the public servant renders services such as addressing an audience or engaging in a seminar if the services provided are more than merely perfunctory.

This is a summary of the policy; for the full text see DBD (Legal).

Examples:

A chief who is offered and accepts a $2000 fee to speak at a national conference based solely on his position with the district would be committing a class A misdemeanor.

The same chief is offered travel expenses and lodging to speak at this conference on a topic about which he is an expert. The chief may attend and accept the expenses and lodging.
Trustworthiness

District Employees Should:

9. **Determine whether a part-time employer is a district vendor.**

Policy requires all employees to avoid having conflicts between their personal interests and the district's interests when it comes to dealing with suppliers, customers, or other organizations or people who are doing business with the district or looking to do business with the district. If an employee works outside the district, they are responsible for finding out if the outside employer is a district vendor or is trying to become a district vendor. Fax a Notification of Outside Employment to the Office of Professional Responsibility at (972) 794-3565. The forms are available on the Office of Professional Responsibility section of the Dallas ISD website and in the central staff version of the Appendix on page A-11. If your second employer is a district vendor, the Office of Professional Responsibility will contact you to discuss your options.

Employees are able to do work for public entities such as the State of Texas, City of Dallas, Dallas County, or state colleges and universities when they are not on duty with the district.

Note: Administrators who are pay grade 6 or above must also sign a conflict of interest statement.

This is a summary of the policy; for the full text see DBD (Legal and Local).

10. **Report substantial involvement in a business with which the district intends to purchase or contract.**

If an employee is in a position to impact a financial decision about a business in which the district has a financial interest, he should disclose the nature of the interest in writing to the Superintendent, Board President, or his supervisor before any contract or payment is awarded. (See form on Appendix page A-21).

This is a summary of the policy; for the full text see DBD (Local).

Example:

The district wants to purchase a graphics shop and its full equipment inventory to defray printing costs. An employee who owns part of this business should report this ownership before the district makes the purchase.

11. **Report ownership of property which the district intends to purchase or contract.**

If an employee is in a position to impact a financial decision about a property in which the district has a financial interest, he should disclose the nature of the interest in writing to the Superintendent, Board President, or his supervisor before any contract or payment is awarded. (See form on Appendix page A-23).

This is a summary of the policy; for the full text see DBD (Local).

Example:

The district wants to purchase 50 acres as the site of a new school. An employee who owns part of this land should report this ownership before the district makes the purchase.
Trustworthiness

District Employees Should:

12. Use district funds with integrity and diligence.

Employees who prepare district financial reports or transactions should set examples of honest and ethical behavior. District funds, securities, and supplies, or other district assets, including employee time should not be misappropriated.

*This is a summary of the policy; for the full text see CAA (Local) and DH (Local).*

Examples:

An employee who uses district funds to pay for a dating service would be making an unethical purchase.

An employee who uses district funds to purchase a holiday meal for personal use would be making an unethical purchase.

An employee who uses district funds to obtain expensive, ornamental items for office decorations would be making an unethical purchase.

13. Refuse to participate in acts of fraud or financial impropriety.

Employees are prohibited from committing fraud or any other act of financial impropriety.

Fraud and financial impropriety include but are not limited to:

- Forgery
- Altering documents or accounts belonging to the district
- Misappropriation of funds, securities, supplies, or district assets including employee time
- Mishandling of money or reporting financial transactions
- Profiting as a result of insider knowledge of district information and activities
- Inappropriately destroying, removing, or using district property
- Disclosure of confidential or district owned information to outside sources
- Failure to provide financial records required by state or local entities
- Failure to disclose conflicts of interests
- Any other dishonest act regarding the finances of the district

*This is a summary of the policy; for the full text see CAA (Local).*

Examples:

A school’s CRC who marks students as “Withdrawn” when they are actually dropouts would be committing fraud.

A supervisor who falsifies appraisals would be committing fraud.

An administrative assistant who gives another employee credit for overtime hours that have not been worked would be committing fraud.

An employee who “borrows” activity fund money to pay a personal loan would be committing financial impropriety.
Trustworthiness

District Employees Should:


All employees are involved with financial documents and reports of some kind, including time sheets, expense reports, approving invoices, or signing for the receipt of materials. Each employee must make sure that all business records are complete, accurate, and reliable. Documents should be unaltered and approved by the proper authority.

All district transactions must be supported in reasonable detail, in the proper account, and in the proper accounting period. Cash or other assets must not be maintained in any unrecorded or "off-the-books" fund for any purpose. False entries should not be made in any district record to mislead, hide, or disguise any financial or non-financial transaction for any reason. Falsifying business records or intentionally misclassifying transactions is a serious offense that may result in criminal prosecution and disciplinary action, including termination of employment.

This is a summary of the policy; for the full text see CAA (Local).

Examples:

A campus office which maintains a petty cash box without completing required records would not be keeping accurate and reliable financial records.

An hourly staff member who habitually fails to sign in or out for the workday would not be keeping accurate and reliable financial records.

A campus staff member who obtains the Board of Control Committee members’ signatures on the form after the purchase has been made would not be keeping accurate and reliable financial records.

15. Guarantee acceptable use of items purchased with district funds.

Employees must make sure that all payments made on behalf of the district must be made with the understanding that items purchased will be used for the stated purpose.

This is a summary of the policy; for the full text see DBD (Local).

Example:

A director who purchases a replacement printer for the office with district funds but takes it home for his children’s use would not have used the item for its stated purpose.

16. Retain records of financial activities as required by law and policy.

Employees who are responsible for maintaining records of financial transactions should be aware of and follow all laws and district policies concerning records retention.

This is a summary of the policy; for the full text see CP (Legal), DH (Local), and CAA (Local).

Example:

An employee who shreds monthly financial reports and supporting documentation at the end of each month would not be following record retention policies.
Fairness

District employees conduct business with the public and co-workers in an equitable, impartial, and honest manner, without prejudice and favoritism. Decisions are based on objective and balanced judgment and are in accordance with the district's mission, established rules, and procedures.

District Employees Should:

1. Refuse tips or gifts for giving students preferential treatment.

Refuse a parent or student’s offer of money or gifts for improving or changing grades. If for some reason you cannot refuse the offer or gift, report it to your supervisor who will report it to the Superintendent or his designee, the Office of Professional Responsibility (972) 925-8850.

This is a summary of the policy; for the full text see DBD (Local).

Example:

A student tells you, her math teacher, that she needs to make an “A” this six weeks to improve her class standing. She offers you $500.00. By accepting the funds and changing the grade, the teacher is giving preferential treatment.

Note: Any gifts of this type collected by the district will be catalogued and retained by the District for the use and enjoyment of all employees or donated to an appropriate charity.

2. Decline profits or royalties from the sale of books or instructional materials they authored if purchased by the district.

The district may purchase books or instructional materials written by employees. However, the employee may not accept profits or royalties from the sale of the items. Any profits or royalties must be submitted to a scholarship or other nonprofit fund.

This is a summary of the policy; for the full text see DBD (Local).

Example:

A teacher who writes a supplemental mathematics book that is purchased for districtwide use would not be able to profit from the sale of the book.

3. Refrain from supervising relatives.

District employees are prohibited from appointing a person who is related by blood within the third degree or by marriage within the second degree to a position that is compensated from public funds. This law governs the hiring of the individual as an employee or an independent contractor.

Degrees of Relationships:

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<th>3rd Degree</th>
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<td>Parent</td>
<td>Grandchild</td>
<td>Great-grandchild</td>
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<tr>
<td>Sister/Brother</td>
<td>Grandparent</td>
<td>Niece/Nephew</td>
<td>Great-grandparent</td>
</tr>
<tr>
<td>Grandparent</td>
<td></td>
<td>Aunt/Uncle</td>
<td></td>
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</tbody>
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This is a summary of the policy; for the full text see DBE (Local).

Example:

An executive director who hires his sister-in-law as his administrative assistant would be in violation of the district’s nepotism policy.
Fairness

District Employees Should:

4. **Make fair hiring decisions.**

Employees should seek to hire the best qualified candidates and avoid discrimination based on the following characteristics: 1) race, color, national origin; 2) sex; 3) religion; 4) age (if the individual is 40 or older; or 5) disability.

For professional personnel, decisions should be based on 1) analysis of the application; 2) certification; 3) evaluation of college transcripts; 4) personal interview; 5) review of references; 6) evaluation by the principal; 7) evaluation by interview team members; 8) passage of a criminal history check; and 9) review of college supervisor/cooperating teacher recommendations.

For support personnel, hiring decisions should be based on 1) analysis of the application; 2) evaluation of specified education and training for the position; 3) personal interview; 4) professional and personal references; 5) evaluation of typing skills for clerical and secretarial positions; 6) related experience; and 7) passage of a criminal history check.

*This is a summary of the policy; for the full text see DC (Local).*

**Examples:**

An interview team that fails to hire the best qualified candidate because they believe he is too old would be in violation of this policy.

A department head who refuses to discipline or terminate a qualified but extremely under-performing employee because she is the only minority in the department would not be retaining the best qualified individual.

5. **Appraise the employees they supervise.**

**Teachers**

Teachers should be appraised by their supervisors at least once during each school year unless the most recent appraisal is at least proficient or an equivalent and showed no area of deficiency. To forgo an appraisal, the teacher must agree in writing. However, a teacher who is eligible to be appraised less frequently must be appraised at least once every five years.

**Other Employees**

Other employees must receive a written evaluation annually or on more frequent intervals.

*This is a summary of the policy; for the full text see DN (Local) and DNA (Local).*

**Examples:**

A principal who calls in a teacher who received less than proficient on her last appraisal and has her sign an appraisal without having conducted an observation would not have given the teacher a fair and accurate appraisal.

An executive director whose performance scores are posted in Oracle despite having never taken part of the appraisal process would not have received a fair and accurate appraisal.
Fairness

District Employees Should:

6. Encourage relatives who are vendors to disclose the family relationship.

Vendors are required to complete a conflict of interest questionnaire that identifies district employees or members of the Board who are immediate family members and submit it to the Director of Purchasing when contracting or seeking to contract with the district for the sale of property, goods, or services.

Immediate family, in this case, includes husbands, wives, fathers, mothers, children, aunts, uncles, brothers and sisters.

*This is a summary of the policy; for the full text see CHE (Local).*

Example:

A publisher’s representative who is presenting a series of textbooks for adoption and has a sister who is a member of the adoption committee should know that this situation would present a conflict of interest for both the vendor’s representative and the district employee.

7. Wait 18 months after terminating employment to work on contracts related to district business.

Former district employees may not work for district vendors, consultants and contractors and provide services to the district or work on or have any involvement in district related business of the contractor for 18 months after the employee’s termination with the district.

*This is a summary of the policy; for the full text see CHE (Local).*

Examples:

An employee who retires in May and returns as a consultant to the district in September of the same year would not have waited the required period of time.

A former employee who terminated her employment with the district a year ago and is now advising a vendor on methods for presenting information to district staff would not have waited the required period of time.

8. Wait 2 years before working with district staff if formerly a “Superintendent” or equivalent thereof.

Any employee whose title included the word “superintendent”, or who held a title that was equivalent, must not meet with a current committee, superintendent, principal, or employee of the district or speak on behalf of an issue before the district prior to the two-year anniversary of the date the former superintendent ceased to hold that title.

*This is a summary of the policy; for the full text see DBD (Local).*

Example:

A director who invites a former deputy superintendent to speak to staff concerning an issue 6 months after the deputy retired would create a situation in which the deputy, director, and the department were in violation of the policy.
District Employees Should:

9. *Tutor students who attend the school at which they work without charge.*

District teachers are able to contract with parents to give private instruction or tutorial services as long as the students don’t attend the school at which they teach.

*This is a summary of the policy; for the full text see DBF (Local).*

Examples:

An orchestra director who teaches at a middle school and gives private lessons to his students on weekends may not charge them for the lessons.

A mathematics teacher who teaches at an elementary school may not charge a student from the classroom next door for tutoring.

10. *Avoid presenting the appearance of a district endorsement of products.*

Employees may not sell books, products, equipment, or supplies that may be construed as being recommended by the district. Further, sales of such products to parents of the school where the employee works is prohibited at all times (evening, Saturday, summer months).

*This is a summary of the policy; for the full text see DHA (Local).*

Example:

When off-duty, a teacher would not be able to sell encyclopedias to parents of students who attend the school at which she works.

11. *Ask permission before making an electronic recording of meetings.*

Employees should not electronically record conversations or meetings unless each and every person has been notified and consents to being recorded. Anyone arriving late to such meetings should also consent to being recorded.

Note: This provision is not intended to limit or restrict electronic recording of publicly posted Board meetings, Board Committee meetings, appeals and grievance hearings, or any other Board-sanctioned meeting recorded in accordance with policy.

Additionally, this provision is not intended to limit or restrict electronic recording involving authorized investigations.

*This is a summary of the policy; for the full text see DH (Local).*

Example:

An employee who plans to make an audio recording of a committee meeting in order to transcribe the minutes, would need to get permission from all committee members before making the recording.
Fairness

District Employees Should:

12. Ask permission to record telephone conversations.

Telephone conversations should not be electronically recorded unless all persons participating in the conversation have consented to be recorded.

Note: This provision is not intended to limit or restrict electronic recording of publicly posted Board meetings, Board Committee meetings, appeals and grievance hearings, or any other Board-sanctioned meeting recorded in accordance with policy.

Additionally, this provision is not intended to limit or restrict electronic recording involving authorized investigations.

This is a summary of the policy; for the full text see DH (Local).
Responsibility

District employees take responsibility for actions, decisions, and statements that impact the education community and the public. Employees effectively use the public resources entrusted to the district for the benefit of Dallas ISD students, the state, and the public good.

District Employees Should:

1. **Perform duties professionally and ethically.**
   District employees should perform their duties in accordance with state and federal law, district policy, and professional standards of conduct.
   
   *This is a summary of the policy; for the full text see DH (Legal, Local and Exhibit).*
   
   Example:
   
   An employee who discloses confidential information to anyone not legally entitled to receive it would not be performing their duties with professional ethics.

2. **Be respectful to each other and stakeholders.**
   Employees should respect the rights of students, parents, other employees, and members of the community and work cooperatively with others.
   
   *This is a summary of the policy; for the full text see DH (Local).*
   
   A teacher who publicly makes disparaging remarks about a student’s dress would not be acting respectfully.

3. **Understand that district records are public records and subject to review.**
   Most district business records and communications are public records. Employees should avoid statements that could be misunderstood in e-mail, memos, and other documents.
   
   *This is a summary of the policy; for the full text see GBA (Legal).*
   
   Example:
   
   An employee who sends an email with derogatory information about another employee should understand that the email may need to be included in a packet the district submits under an open records request.

4. **Protect district property.**
   Employees are responsible for protecting district property and being alert to the potential for theft of property, theft of services, theft of anything of value, fraud, misappropriation, or financial misconduct.
   
   *This is a summary of the policy; for the full text see CAA (Local).*
   
   Examples:
   
   An employee who leaves a laptop computer unattended in the back seat of a parked car is not protecting district property.
   
   A teacher who fails to submit book order money to the office at the end of each workday is not protecting district property.
   
   An employee who submits fraudulent travel records is not protecting district property.
   
   An employee who uses the office copier to make flyers for her child’s athletic team would be misusing district property.
Responsibility

District Employees Should:

5. *Use district technology for district business.*

District technology equipment and the data network are primarily for instructional and administrative uses. The system should not be used for private gain, selling products or services, lobbying, or in violation of any law, policy, or regulation. *This is a summary of the policy; for the full text see CQ (Local, Regulation and Exhibit).*

Examples:

An employee who uses the district network to sell telephone service contracts to co-workers would not be using district technology for district business purposes.

An employee who uses the district e-mail system to send her congress person an email for or against an issue would not be using district technology for district business purposes.

An employee who “surfs” the internet for personal reasons would not be using district technology for district business purposes.


All employees should follow district safety rules and regulations and report unsafe practices to a supervisor. *This is a summary of the policy; for the full text see CK (Local).*

Examples:

A workman who does not wear required eye protection would not be maintaining a safe work environment.

An employee who stands in a chair to hang pictures would not be maintaining a safe work environment.

7. *Keep the workplace alcohol and drug free.*

District employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, using, or being under the influence of controlled substances during work hours at school or at school related functions during or outside regular work hours. Prohibited substances in this case include: 1) Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate; 2) alcohol or any alcoholic beverage; 3) abusable glue, aerosol paint, or other chemical substance for inhalation; or 4) other intoxicant or mood-changing, mind-altering or behavior-altering drugs.

Note: An employee does not have to be legally “intoxicated” to be considered under the influence of a controlled substance. *This is a summary of the policy; for the full text see DHE (Legal and Local) and DH (Local).*

Examples:

An employee who drinks a beer during a lunch break and returns to duty would not be keeping the workplace alcohol free.

An employee who smokes marijuana on the way to work would not be keeping the workplace drug free.
Responsibility

District Employees Should:

8. Get permission before filming or recording students.

Before videotaping or recording a student's voice, employees must obtain written permission from the student's parent and authorization from the campus principal.

Exception: If the videotape will be used for a grievance or termination hearing, the only permission needed is that of the student's parent or guardian.

*This is a summary of the policy; for the full text see DH (Local).*

Example:

A teacher who wants to videotape a student performance would need to get permission prior to recording the performance.

9. Refrain from bringing their own children to school for the purpose of childcare or babysitting.

Employees are expected to perform district functions while on duty and should not bring a child who is not enrolled in the school to the building during work hours of the regular school year or summer school.

*This is a summary of the policy; for the full text see DH (Local).*

Example:

An employee who brings a child to work for the day rather than taking him or her to the babysitter would be in violation of this policy.

10. Turn cellular phones off during instructional time.

Teachers may use cellular phones for business calls, including contacting parents, only during planning periods and other off-duty times during the instructional day.

Personal calls may not be made or received during class periods. Cellular phones should remain "off" during instructional time.

*This is a summary of the policy; for the full text see DH (Local).*

Example:

A teacher who calls Payroll Services during instructional time would be in violation of this policy.

11. Only have authorized fundraisers.

Employees should not sell anything during the workday unless it is approved by the chief administrator of the school or other facility. All such sales shall be done after work.

*This is a summary of the policy; for the full text see FJ (Local).*

Example:

An employee who sells spirit t-shirts without the principal's permission would be having an unauthorized fundraiser.
Responsibility

District Employees Should:

12. Participate in professional development to improve their skills.

All district employees are required to participate in professional development.

*This is a summary of the policy; for the full text see DM (Local).*

Example:

An employee who registers for but never attends district offered professional development sessions would not be improving his skills by participating in professional development.
Respect

District employees treat others with professionalism, consideration, and courtesy. Employees respect others' opinions and beliefs, value individual differences, and seek to reach new solutions based on consensus.

District Employees Should:

1. **Work to maintain a professional work environment.**

   District employees have the right to work in an environment that is safe and secure and in which all employees are treated with dignity and respect.  

   *This is a summary of the policy; for the full text see DH (Local).*

   Example: A supervisor who is correcting an employee’s behavior via email should not 'cc' the employee’s peers.

   A supervisor who yells, swears, and berates employees would not be maintaining a professional work environment.

2. **Avoid harassing other employees.**

   The district prohibits harassment of employees on the basis of the employee’s race, color, gender, national origin, disability, religion, age, or sexual orientation. Harassing conduct can be physical, verbal, or nonverbal and occurs when the unwanted conduct is so severe, persistent, or pervasive that it interferes with the employee’s work performance or creates an intimidating, threatening, hostile, or offensive work environment.

   An employee who believes he or she has experienced harassment should report the acts to his or her supervisor.  

   *This is a summary of the policy; for the full text see DIA (Legal & Local).*

   Examples:

   An employee who persistently makes negative comments about another employee’s religious beliefs would be engaging in harassment.

   An employee who draws cartoons that depict a negative racial stereotype and posts them in the breakroom would be engaging in harassment.

   An employee who constantly berates other employees and is a workplace bully would be engaging in harassment.

3. **Refrain from Sexual Harassment.**

   Sexual harassment is prohibited by the district.

   Sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when submission to the conduct is either explicitly or implicitly a condition of gaining or keeping employment or the conduct is so severe, persistent, or pervasive that it has the effect of unreasonably interfering with the employee’s work performance or creates an intimidating, threatening, hostile, or offensive work environment.

   An employee who believes he or she has experienced harassment should report the acts to his or her supervisor.  

   *This is a summary of the policy; for the full text see DIA (Legal & Local).*

   Examples:

   An employee who constantly leers (stares in a sexually suggestive way) at another employee would be engaging in sexual harassment.

   An employee who makes derogatory comments about parts of another employee’s body would be engaging in sexual harassment.
Caring
District employees build professional relationships with colleagues, peers, and the public based on the highest standards of fairness and consideration. These standards are the foundation of a caring professional environment that supports mutual respect, collaboration toward common goals, and excellence in job performance.

District Employees Should:

1. Protect students from harassment.

   Employees should not engage in racial, ethnic, religious, gender, or sexual orientation harassment or abuse of another employee, students, or any other person who interfaces with the district.

   All claims of harassment should be reported to a department head or principal. Should the complaint be against the principal or department head, the matter should be brought to the supervisor of the official in question.

   This is a summary of the policy; for the full text see FFH (Legal and Local).

   Examples:
   - An employee who makes comments about a student’s sexual orientation would be engaging in harassment.
   - An employee who makes derogatory and stereotypical comments about a student’s racial group would be engaging in harassment.

2. Report child abuse and neglect.

   Employees must serve as agents of anti-victimization and report suspicions of child abuse if they have cause to believe a child’s physical, mental health, or welfare has been negatively impacted by abuse or neglect. Both district policy and state law require that child abuse or neglect be reported within 48 hours after the professional first suspects the abuse or neglect. To make a report, call the Texas Department of Family and Protective Services at (888) 572-2873.

   This is a summary of the policy; for the full text see FFG (Legal and Local).

   Example:
   - A teacher who has a student who complains about not having had anything to eat in five days must report the possible neglect.

3. Refrain from using tobacco on district property.

   Employees should not use tobacco or tobacco products on district property or at school-related activities.

   This is a summary of the policy; for the full text see DH (Local).

   Example:
   - An employee who smokes after-hours at a high school football game would be smoking on district property.
Citizenship

District employees strive to be good stewards of the public trust and public resources. They honor and abide by district policies and the laws of the State of Texas and the United States of America.

District Employees Should:

1. Report misuse or theft of district property.

   All employees are responsible for reporting fraud, waste, or abuse. Any employee who knows or has reason to suspect an occurrence of fraud, misappropriation, or financial misconduct should immediately contact his or her supervisor. If, however, the employee believes the supervisor may be involved, the employee should immediately contact the Office of Professional Responsibility at (972) 925-8850, Police and Security at (214) 932-5600. or the Fraud Hotline at 1-800-530-1608

   This is a summary of the policy; for the full text see DH (Local).

2. Follow protocol during an investigation.

   During an Office of Professional Responsibility (OPR) or Police and Security Services investigation, employees should:

   1. Direct all inquiries from suspected individuals, attorneys, or representatives to the office conducting the investigation (OPR or Police and Security Services);
   2. Not contact the suspected individual in an effort to determine facts or demand restitution;
   3. Not discuss the case, facts, suspicions or allegations with anyone outside the organization or those within the organization who do not have a legitimate need to know, unless specifically asked to do so by the Office of Legal Services;
   4. Cooperate with the investigative process through answering questions, furnishing written statements, volunteering information important to the investigation, etc.

   This is a summary of the policy; for the full text see DH (Local), CHE (Local and Regulation).

   Example:

   A witness who refuses to answer an investigator’s questions about a theft they observed would not be following the protocol.

3. Provide full and factual information during an investigation.

   Throughout the course of an investigation or inquiry, employees have a duty to provide their supervisor(s) or any other district investigating official all relevant and factual information. Employees failing to volunteer the information shall receive a directive from an administrator or investigator to provide a statement. Refusing to comply with the directive constitutes “insubordination,” a violation that will be grounds for disciplinary action up to and including termination.

   When directed by an administrator or district investigator, an employee shall submit an affidavit. Intentionally falsifying, misstating, or concealing facts in connection with the investigation shall be deemed as “providing untruthful statements” and be grounds for disciplinary action up to and including termination. Additionally, providing untruthful statements under oath may subject the employee to a criminal charge of perjury.

   This is a summary of the policy, for the full text see DH (Local).

   Example:

   An employee who tells an investigator that he is not going to answer a question would be insubordinate and not providing full information.
Citizenship

**District Employees Should:**

4. **Report an arrest or conviction within three days of the occurrence.**

Any employee who is arrested, charged with, convicted of, granted differed adjudication, or pleads no contest (*nolo contendre*) to any felony or to any misdemeanor involving moral turpitude or endangering a child, must notify the district within three working days. The notification must be in writing to the Superintendent. Failure to notify the district may result in termination of employment.

Examples of moral turpitude include but are not limited to:
1. Public lewdness
2. Prostitution
3. Theft (in excess of a $500 value)
4. Swindling

Other reportable offenses include but are not limited to:
1. Misdemeanor possession of marijuana
2. Unlawfully caring a pistol
3. Disturbing the peace
4. Driving while intoxicated
5. Driving under the influence
6. Drunkenness in a public place
7. Gambling
8. Simple assault

Note: Moral turpitude is defined as an act of baseness, vileness, or depravity in the private or social duties outside the accepted standards of decency and that shocks the conscience of an ordinary person.

*This is a summary of the policy; for the full text see DC (Legal and Local).*

Examples:

An employee who is arrested for soliciting a prostitute would need to report the arrest.

An employee who is convicted for food stamp fraud would need to report the conviction.

5. **Take an active role in community activities that bring credit to the district.**

District employees are encouraged to accept the responsibility of taking part in community life. However, keep in mind that employees are always expected to exhibit levels of professionalism and decorum that brings credit to the district.

*This is a summary of the policy; for the full text see DGA (Local).*

Example:

An employee who volunteers to build homes for a non-profit organization would be taking an appropriate and active role in community activities.
Citizenship

District Employees Should:

6. Conduct political activities during non-work hours.

District employees are first, citizens of the United States and second, employees of the district. Employees may participate in political activities only on their own time and may not pressure students or parents relative to political decisions.

This is a summary of the policy; for the full text see DGA (Local).

Example:

A teacher who gives a campaign speech for a local candidate to her class of 18-year-old seniors would be in violation of this policy.

7. Refrain from revealing confidential health or personal information.

District employees have an ethical responsibility to keep from revealing confidential information.

Responsibility Toward Colleagues:
Confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Responsibility Toward Students:
Confidential information concerning students shall not be revealed unless disclosure serves lawful professional purposes or is required by law.

This is a summary of the policy; for the full text see DH (Exhibit).
Appendix
Miscellaneous
CODE OF ETHICS AND STANDARD PRACTICES
FOR TEXAS EDUCATORS

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. 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.


Standard 1.1. The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

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 to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, 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 applicable 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.

2. Ethical Conduct Toward Professional Colleagues.

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

Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.
Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

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

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

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 under this chapter.

3. Ethical Conduct Toward Students.

Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2. The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

Standard 3.3. The educator shall not deliberately or knowingly 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, sex, disability, national origin, religion, or family status.

Standard 3.5. The educator shall not engage in physical mistreatment of a student.

Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

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IMPORTANT CONTACTS

To report fraud, waste, abuse or other major employee misconduct contact the Office of Professional Responsibility:

Visit: 2909 North Buckner Blvd., Suite 804
        Dallas, TX 75228
Write: Post Office Box 181509, Dallas, TX 75218
Call: (972) 925-8850
       (800) 530-1608 Opened 24 / 7
Fax: (972) 794-3568
Email: OPR@dallasisd.org
Website: http://www.dallasisd.org/about/integrity/
To make a report from the website--click on “Click here to report fraud, waste, or abuse” on the top right-hand corner of the Office of Professional Responsibility homepage.

To report child abuse or domestic violence:

Call: (888) 572-2873
Fax: (972) 794-3528

To report Handbook errors or deletions or to suggest other entries:

Call: (972) 925-8849
Fax: (972) 794-3568
Email: cburroughs@dallasisd.org

For legal advice contact the Office of Legal Services:

Call: (972) 925-3250
Fax: (972) 925-3251
Email: Legal@dallasisd.org

3700 Ross Ave.
Dallas, TX 75204
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