

 **HUMAN CAPITAL** MANAGEMENT

---

LEADING TRANSFORMATION THROUGH PEOPLE

# Employee Handbook

2016-2017

# Table of Contents

<b>I.</b>	<b>Introduction.....</b>	<b>5</b>
<b>II.</b>	<b>District Information.....</b>	<b>5</b>
	Dallas ISD Vision, Mission, Core Beliefs, Central Office Core Beliefs, and District Goals .....	5
	Board of Trustees.....	5
<b>III.</b>	<b>Employment .....</b>	<b>5</b>
	Equal Employment Opportunity.....	5
	Job Vacancy Announcements .....	6
	Employment after Retirement .....	6
	Contract and Noncontract Employment.....	6
	Substitute Employees .....	7
	Certification and Licenses.....	7
	Searches and Alcohol/Drug Testing .....	7
	Health Safety Training.....	8
	Reassignments and Transfers .....	8
	Workload and Work Schedules.....	8
	Breaks for Expression of Breast Milk.....	9
	Notification to Parents Regarding Qualifications .....	9
	Outside Employment and Tutoring .....	9
	Performance Evaluation.....	9
	Employee Involvement.....	10
	Staff Development.....	10
<b>IV.</b>	<b>Compensation and Benefits .....</b>	<b>10</b>
	Salaries, Wages, and Stipends.....	10
	Transcripts and Service Records.....	10
	Paychecks .....	11
	Automatic Payroll Deposit.....	11
	Payroll Deductions.....	11
	Overtime Compensation .....	11
	Travel Expense Reimbursement.....	12
	Health, Dental, and Life Insurance.....	12
	Supplemental Insurance Benefits .....	12
	Cafeteria Plan Benefits (Section 125).....	13
	Guidelines for Change of Election .....	13
	Workers' Compensation Insurance.....	13

	Unemployment Compensation Insurance .....	13
	Teacher Retirement System (TRS) .....	14
<b>V.</b>	<b>Leaves and Absences .....</b>	<b>14</b>
	Use of Leave Days .....	14
	Local Days .....	15
	State Days .....	15
	State Sick Days (prior to 1995) .....	15
	Non-duty Days.....	15
	Sick Leave Bank (SLB) Program .....	15
	Family and Medical Leave Act (FMLA)—General Provisions.....	16
	General Medical Leave .....	17
	Hardship Leave .....	17
	Workers' Compensation Benefits .....	17
	Assault Leave .....	17
	Professional Leave .....	18
	Bereavement Leave.....	18
	Emergency Leave .....	18
	Military Wartime Leave .....	18
	Jury Duty .....	18
	Other Court Appearances.....	18
	Military Leave .....	18
	Commonly Asked Questions .....	19
<b>VI.</b>	<b>Rewards and Recognition.....</b>	<b>20</b>
<b>VII.</b>	<b>Communications .....</b>	<b>20</b>
<b>VIII.</b>	<b>Complaints and Grievances.....</b>	<b>20</b>
<b>IX.</b>	<b>Employee Conduct and Welfare .....</b>	<b>20</b>
	Standards of Conduct.....	20
	Texas Educators' Code of Ethics .....	21
	District Investigations .....	21
	Fraud and Ethics Violations .....	21
	Discrimination, Harassment, and Retaliation.....	22
	Harassment of Students .....	22
	Sexual Abuse and Maltreatment of Children .....	23
	Reporting Suspected Child Abuse .....	23
	Criminal History Background Checks .....	24
	Employee Arrests and Convictions.....	24
	Alcohol and Drug Abuse Prevention.....	25

Tobacco Use .....	25
Drug-Free Workplace Requirements.....	25
Safety.....	26
Safe Operation of District Vehicles .....	26
Pre-Employment Drug Testing.....	26
Possession of Firearms and Weapons .....	27
Visitors in the Workplace .....	27
Fraud and Financial Impropriety.....	27
Conflict of Interest .....	27
Gifts and Favors.....	28
Associations and Political Activities .....	28
Charitable Contributions .....	28
Copyrighted Materials .....	28
Mandatory Training .....	29
Bloodborne Pathogens/Exposure Control Plan .....	29
Asbestos Management Plan .....	32
Pest Control Treatment .....	32
<b>X. Electronic Media, Communications Systems, and Technology Resources Acceptable Use Guidelines .....</b>	<b>33</b>
Overview .....	33
Internet Filter .....	34
Email .....	34
Electronic Storage .....	34
Network Behavior.....	34
Inappropriate Use .....	35
Inappropriate Language .....	35
Commercial Use.....	35
Vandalism/Mischief.....	35
Security .....	35
Transmitting/Storing/Accessing Confidential Information .....	35
Modification of Computer .....	36
Campus, District, or Organizational Websites .....	36
External Links.....	36
Cell Phones and Smart Phones.....	36
Electronic Media.....	36
Use of Electronic/ Social Media with Students .....	36
Team or Club Social Networking Sites .....	37
Text Messaging.....	37

	Personal Use of Electronic and Social Media .....	37
<b>XI.</b>	<b>General Procedures .....</b>	<b>38</b>
	Severe Weather Closing .....	38
	Emergencies .....	39
	Purchasing Procedures.....	39
	Personnel Records.....	39
	Address and Phone Number Changes .....	39
	Name Changes .....	39
	Building Use .....	39
<b>XII.</b>	<b>Termination of Employment .....</b>	<b>40</b>
	Resignations .....	40
	Dismissal or Nonrenewal of Contract Employees.....	40
	Dismissal of Noncontract Employees .....	40
	Exit Interviews and Procedures .....	41
	Reports to Texas Education Agency.....	41
	Reports Concerning Court-Ordered Withholding .....	41
<b>XIII.</b>	<b>Student Issues.....</b>	<b>41</b>
	Equal Educational Opportunities.....	41
	Student Records .....	42
	Academic Achievement.....	42
	Instructional Resources.....	42
	Parent and Student Complaints .....	42
	Student Welfare .....	42
	Student Rights and Responsibilities .....	42
	Administering Medication to Students.....	43
	Dietary Supplements.....	43
	Psychotropic Drugs .....	43
	Student Conduct and Discipline .....	43
	Student Attendance.....	43
	Bullying.....	44
	Hazing .....	44
<b>XIV.</b>	<b>GLOSSARY .....</b>	<b>45</b>
<b>XV.</b>	<b>INDEX.....</b>	<b>47</b>

# Introduction

---

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

This handbook is neither a contract nor a substitute for the official District policy manual, nor is it intended to alter the at-will status of noncontract employees. Rather, it is a brief explanation of selected District policies and procedures related to employment. These policies and procedures can change at any time. Any changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. District policies can be accessed online at [www.dallasisd.org](http://www.dallasisd.org).

## District Information

---

### **Dallas ISD Vision, Mission, Core Beliefs, Central Office Core Beliefs, and District Goals**

Policy [AE](#)

### **Board of Trustees**

Policies [BA](#), [BB series](#), [BD series](#), and [BE series](#)

Texas law grants the Board of Trustees the power to govern and oversee the management of the District's schools. The Board is the policy-making body within the District and has overall responsibility for the curriculum, school taxes, annual budget, employment of the Superintendent and other professional staff, and facilities. The Board has complete and final control over school matters within limits established by state and federal laws and regulations. The Board of Trustees is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Board members are elected for a three-year term of office. Board members serve without compensation, must be qualified voters, and must reside in the District.

The Board usually meets on the fourth **Thursday** of each month at 6:00 p.m. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the District website and at the Administration Building located at 3700 Ross Ave., Dallas, TX 75204 at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held within a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into a closed session from which the public and others are excluded. Closed sessions may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

## Employment

---

### **Equal Employment Opportunity**

Policies [DAA](#), [DIA](#), [DAB](#)

Dallas ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, sexual orientation, gender

identity, gender expression, 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. Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the District's EEO Compliance Manager.

## Job Vacancy Announcements

Policy [DC](#)

Announcements of job vacancies by position and location are posted at [www.dallasisd.org](http://www.dallasisd.org). All certified openings, as defined by Chapter 21 of the Texas Education Code, will require a minimum posting period of 10 school days.

## Employment after Retirement

Policy [DC](#)

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

## Contract and Noncontract Employment

Policies [DC](#), [DCA](#), [DCB](#), [DCD](#), [DCE](#)

State law requires the District to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) 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. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts). The Board of Trustees has the discretion to issue an optional fourth year probationary contract.

**Term Contracts.** Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive an electronic copy of their contract.

**Noncertified Employees.** Employees that do not require SBEC certification (such as non-instructional administrators) 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.

**Support and Non-Exempt 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.

## Substitute Employees

Policy [DPB](#)

Persons employed to work “on call” for a standard workday or a short period of time as replacement for persons absent or on approved short-term leave will be classified as substitute employees. Persons in this category will include teachers, school clerks, custodial and food services personnel. Substitute employees may also include principals, assistant principals, counselors, teacher assistants, office managers, and nurses. Substitute employees are considered “on call” and, therefore, positions do not exist for substitute employees. Substitute teachers are not the teacher of record.

To assure the proper category and pay rate, a substitute is required to provide any supporting documentation associated with the position: i.e., college transcripts, teaching certificates, etc.

At a principal’s request, a substitute may be excluded from a campus. An exclusion may occur for the following reasons: tardiness, failure to complete assignment, inappropriate dress, unprofessional behavior, a mismatch in campus culture, or failure to comply with district policy, etc. For more information, refer to the Substitute Guidebook located at <http://www.dallasisd.org/Domain/160>.

Substitute employees are required to work a minimum of three days per week, or a minimum of 10 days per month, within a school year to remain active in the substitute pool. A warning “separation notice” will be sent to all substitute employees not meeting the required number of days to remain active in the substitute pool.

If a substitute works a minimum of three days per week or a minimum of 10 days per month within a school year, they are eligible to reenroll as a substitute for the upcoming school year. This will allow the substitute employee to bypass the substitute application process. Reenrollment occurs every year between the months on June and July.

Substitute employees must comply with and will be held to the same requirements as all District employees in regards to the Employee Handbook located at <http://www.dallasisd.org/Page/6226> and all District policies located at <http://pol.tasb.org/Home/Index/361>. Substitute employees are also responsible for reading and following the guidelines set forth in the Substitute Guidebook located at <http://www.dallasisd.org/Domain/160>.

## Certification and Licenses

Policies [DBA](#), [DF](#)

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

A certified employee’s contract may be voided and employment terminated without due process 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.

## Searches and Alcohol/Drug Testing

Policy [DHE](#)

Non-investigatory searches in the workplace, including accessing an employee’s desk, file cabinets, or work area to obtain information needed for usual business purposes, may occur when an employee is unavailable.



Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the District reserves the right to conduct searches when there is reasonable suspicion to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee's personal items, and work areas including District-owned computers, lockers, and private vehicles parked on District premises or used in District business.

**Employees Required to Have a Commercial Driver's License.** Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial/District 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.

## Health Safety Training

Policies [DBA](#), [DMA](#)

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

## Reassignments and Transfers

Policies [DK](#), [DBE](#)

All personnel are subject to assignment and reassignment by the Superintendent of Schools or designee when the Superintendent or designee determines that the assignment or reassignment is in the best interest of the District. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract.

## Workload and Work Schedules

Policies [DEA](#), [DK](#), [DL](#) and [DLB](#)

**Professional Employees.** Professional employees and campus administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for professional employees and all school holidays. Notice of work schedules, including start and end dates and scheduled holidays, will be distributed each school year.

**Classroom Teachers.** Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day.

Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The District may require teachers to supervise students during lunch one day a week provided they are given an alternate 30-minute lunch break.

**Support and Non-Exempt Employees.** Support employees are employed at-will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are considered non-exempt employees and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. Employees are required to use District time clocks or time sheets to record time worked.

## **Breaks for Expression of Breast Milk**

Policy [DG](#)

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

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

## **Notification to Parents Regarding Qualifications**

Policies [DK](#), [DBA](#)

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. 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. Information relating to teacher certification will be made available to the public upon request.

## **Outside Employment and Tutoring**

Policy [DBD](#)

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the District. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

## **Performance Evaluation**

Policies [DN](#), [DNA](#) and [DNB](#) 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 have electronic access to their evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

## **Employee Involvement**

Policies [BQA](#), [BQB](#)

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

## **Staff Development**

Policies [DM](#), [DMA](#), [DMD](#), and [DME](#) series

Staff development activities are organized to meet the needs of employees and the District. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements and continued employee skill development. Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

# **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 non-exempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. These employees are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a work week.

Employees may access their salary and payroll in Oracle Self-Service. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be given additional compensation on top of their base pay in accordance with the District's extra-duty pay schedule.

## **Transcripts and Service Records**

Employees have 30 calendar days from the date of hire to furnish HCM with official college transcript(s) for professional positions, or a copy of the high school diploma for other positions where required. In addition, employees have 30 calendar days from the date of hire to furnish official service record(s) from school district(s) where the employee has previously worked (if applicable). If transcripts and/or service records are provided to HCM within 30 calendar days from the date of hire, the employee's salary/wages will be updated to be retroactive to date of hire. If beyond the 30 calendar days, the employee's salary/wages will be updated effective the date submitted and will not be applied retroactively.

## Paychecks

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

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

## Automatic Payroll Deposit

Employees can have their paychecks deposited into a designated account. Upon hire notification it is necessary to activate this service. Contact Dallas ISD Connect at (972) 925-4200 or by email to [notifypayroll@dallasisd.org](mailto:notifypayroll@dallasisd.org) for more information about the automatic payroll deposit service. This structure helps the District pay its employees faster and more accurately. Direct deposit forms may be found online, or you may contact the Payroll Department for more information about the automatic payroll deposit service.

Employee Statement of Earnings information is available online by logging on to Oracle Self-Service. A printed voucher will not be provided.

Employees are responsible for notifying the Payroll Department, in writing, at least 10 business days before a regular scheduled payday of any changes in the employee's banking status. If the change constitutes the closing of a currently designated account, an alternate account must be specified. If funds cannot be deposited in an account and are returned by the bank for any reason, a replacement check will not be issued until the funds are credited back to the District's bank account. Additionally, a replacement fee may be applied.

The replacement check will be issued after the funds have been returned, and the employee will pick up their check at the Payroll Department and should bring a valid replacement direct deposit form.

## Payroll Deductions

Policy [CFEA](#)

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

- Teacher Retirement System of Texas (TRS).
- Federal income tax required for all full-time employees.
- Medicare tax (applicable only to employees hired in this district after March 31, 1986).

Other payroll deductions employees may elect include deductions for the employee's share of premiums for medical, dental, life, vision insurance, and annuities. Employees also may request payroll deduction for payment of membership dues to professional organizations that have been authorized by the District. Salary deductions are automatically made for unauthorized or unpaid leave.

## Overtime Compensation

Policy [DEA](#)

The District compensates overtime for non-exempt employees in accordance with federal wage and hour laws. Only non-exempt employees (hourly employees, support staff and paraprofessional employees) are entitled to overtime compensation. Non-exempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined 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. Non-exempt employees do not earn overtime pay unless they work more than 40 hours. For the purpose of calculating overtime, a work week for monthly employees begins at 12:01 a.m. Sunday and ends at midnight Saturday. For biweekly employees, the work week is Friday through Thursday.

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

- Employees can accumulate up to 80 hours of comp time with supervisory approval obtained in advance.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee shall be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all non-exempt 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 written approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the District. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage.

## **Health, Dental, and Life Insurance**

Policy [CRD](#)

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

Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees online at [www.disdatyourservice.org](http://www.disdatyourservice.org).

The health insurance plan year is from September 1 through August 31. New employees must complete online enrollment within the first 31 days of employment. Current employees can make changes in their insurance coverage only during the Open Enrollment period or with a qualifying event. Employees should contact Benefits Outlook by phone at (866) 840-3473 or through the [DallasISD@YourService](mailto:DallasISD@YourService) website ([www.disdatyourservice.org](http://www.disdatyourservice.org)).

## **Supplemental Insurance Benefits**

Policy [CRD](#)

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

## **Cafeteria Plan Benefits (Section 125)**

This plan enables eligible employees to pay certain insurance premiums on a pre-tax basis (i.e., medical, dental, vision, cancer, critical illness, and hospital indemnity). A third-party administrator handles employee claims made on these accounts.

## **Guidelines for Change of Election**

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

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

- Change in employee's legal marital status.
- Change in the number of employee's dependents (birth, adoption, death).
- Change in employment status of employee, spouse, or dependent affecting eligibility.
- Employee's dependent satisfies or ceases to satisfy eligibility Requirements.
- Gain of other coverage under other employer's plan (e.g., open enrollment of spouse's employer).
- Loss of coverage.
- COBRA qualifying events.
- Judgment, decree, or order.
- Medicare or Medicaid eligibility.

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

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

## **Workers' Compensation Insurance**

Policy [CRE](#)

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related accidents or injuries should be reported immediately to the employee's immediate supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

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

## **Unemployment Compensation Insurance**

Policy [CRF](#)

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact Risk Management at (972) 925-4050.

## Teacher Retirement System (TRS)

All personnel employed on a regular basis for at least four-and-a-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. To earn a year of TRS membership credit, an employee must work in a TRS-eligible position or receive paid leave from a TRS-eligible position for at least 90 days during the school year. If an employee will not meet the 90-day requirement and has worked in excess of five days in a work week, it is the employee's responsibility to ensure the additional day(s) have been reported. Members should carefully review years of service reported when TRS provides them with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call (800) 223-8778 or (512) 542-6400. TRS information is also available on the Web ([www.trs.texas.gov](http://www.trs.texas.gov)). Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698.

## Leaves and Absences

---

Policies [DEC](#), [DECA](#), [DECB](#)

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five consecutive work days should call Benefits Outlook at (866) 840-3473 and log in to DallasISD@YourService website at [www.disdatyourservice.org](http://www.disdatyourservice.org) for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the District. Failure to apply for a leave of absence shall constitute grounds for appropriate disciplinary action up to and including termination. [See application procedure applicable for each type of leave].

**Medical Certification.** Any employee who is absent more than five consecutive work days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness—the *Return to Work Authorization* form.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers not provide any genetic information in any medical certification when responding to a request for medical information.

'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or family member receiving assistive reproductive services.

**Continuation of Health Insurance.** Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. District contributions for employees on leave authorized under the Family and Medical Leave Act will be paid by the District as they were prior to the leave.

## Use of Leave Days

State and local days are earned based on the number of days worked. If an employee leaves the District before the end of the work year, the cost of any unearned days shall be deducted from the employee's final

paycheck. Non-duty days are not paid leave. Therefore, any non-duty days taken before the end of the work year are not considered when calculating wages earned.

When an employee's absences become a concern or a pattern, or exceed the ten annual allotted (state and local) days, with the exception of approved leaves of absence, such absences may be considered excessive. If absences are deemed excessive, the employee may be subject to disciplinary action up to and including termination of employment. Dock days are an indication that an employee has used all available days and the employee may be subject to a deduction in pay.

## **Local Days**

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

## **State Days**

Full-time employees (100%) receive five state days annually. State days consist of five days per year with no limit on accumulation and are transferable among districts. State days may be used at the employee's discretion following the District's procedures.

## **State Sick Days (prior to 1995)**

State sick days accumulated before 1995 are available for use and may be transferred to other school districts in Texas. State sick days can be used only in half-day increments, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

State sick day 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.

## **Non-duty Days**

Employees who work a 226-, 235-, or 260-day work schedule are entitled to non-duty days each year. Non-duty days are unpaid leave. The total number of off-duty days may vary from year to year depending on the school calendar.

Non-duty days may be taken at any time during the calendar year, but prior approval is required by the employee's supervisor. Non-duty days are to cover the summer break, so employees must consider having enough non-duty days to cover the break.

Non-duty days must be approved in advance by the employee's supervisor, and the days must be taken by the end of the employee's annual work schedule. Refer to the Dallas ISD work schedule for start and end dates for employee groups.

## **Sick Leave Bank (SLB) Program**

Policy [DEC \(Local\)](#)

The SLB is a pool of local sick leave days contributed by employees to be used by members of the bank who suffer a qualifying catastrophic/chronic health condition that extends beyond their own accumulated sick and personal leave days. The Sick Leave Bank is an elected benefit that can only be chosen as a new employee or annually during Open Enrollment.



# Family and Medical Leave Act (FMLA)—General Provisions

Policy [DECA](#)

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

**Basic Leave Entitlement.** The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees during a single 12-month period for the following reasons:

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

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

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

**Benefits and Protections.** During FML, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FML cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

**Eligibility Requirements.** Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

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

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

Family and medical leave runs concurrently with accrued sick and personal days, temporary disability leave, and absences due to a work-related illness or injury. The District will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

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

Employees may be required to provide the following:

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

**Combined Leave for Spouses.** A husband and wife who are both 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.

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

## General Medical Leave

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

## Hardship Leave

Hardship leave is a personal leave for circumstances out of the employee's control or serious illness of employee's family and the employee is not eligible for General Medical Leave or FMLA. The leave is up to 30 days. An additional 30 days may be granted by the Leaves Review Committee. The employee is paid while they have available days in their local days, local personal days, state personal days or Compensatory time. After the exhaustion of days, the leave is unpaid.

## Workers' Compensation Benefits

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

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

## Assault Leave

In addition to all the other days of leave, a District employee who is physically assaulted during the performance of regular duties is entitled to the number of days of leave necessary to recuperate from physical injuries sustained as a result of the assault. The leave shall be paid as set forth ~~below~~—in COORDINATION WITH WORKERS' COMPENSATION BENEFITS.

## Professional Leave

Policy [DEC](#)

Employees may be granted unpaid leave called professional leave only if the activity accomplishes a school-related purpose and is in the best interest of the District. This leave will not exceed 360 calendar days and will not be granted for full-time employment elsewhere.

## Bereavement Leave

Employees will receive up to three combined days with pay in the event of the death of an immediate family member. The days shall not be deducted from the employee's time off. Additional days of absence shall result in a deduction of accumulated local or state days.

## Emergency Leave

Policy [DEC](#)

Employees will receive three local days for an unforeseen natural disaster or destruction of the employee's home or domicile, furniture, and fixtures by flood, fire, or storm. The days shall not be deducted from the employee's time off. Additional days of absence shall result in a deduction of accumulated local or state days.

## Military Wartime Leave

Policy [DEC](#)

Military Wartime Leave is available. The term "wartime" includes, but is not limited to, military operations, domestic emergencies, national security-related situations, or presidential authorization.

## Jury Duty

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

## Other Court Appearances

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

## Military Leave

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

Paid military leave is limited to 15 days each federal fiscal year (October 1–September 30). 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. To be eligible for re-employment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for re-employment within the period of time specified by law to HCM. In most cases, the length of federal military service cannot exceed five years.

**Continuation of Health Insurance.** Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the HCM for details on eligibility, requirements, and limitations.

- Leave where individuals pay all or part of their own expenses.
- Leave where individuals attend meetings at District expense as an official representative of the school system.

## Commonly Asked Questions

I am a new employee and have no accumulated personal days. What if I, or a family member, become ill this year? <http://www.dallasisd.org/domain/8674>

*On the day you started to work for the District, five state personal days were credited to you. If you, or a member of your family, become ill tomorrow and you need all five days, they are available. The five days are referred to as your current personal leave days. Should you leave the District prior to the fulfillment of your commitment to the District and you have used your five personal days, proportionate deductions will be taken from your final paycheck based on TEA regulations.*

I work 60% of the day for the District, how many days do I earn per year? Also, how does this relate to credit for years of experience?

*Personnel employed less than 100% of the day, but at least 50% of the day, earn state personal leave at the rate of one half day for each eighteen days of employment. If an individual is employed 60% of the day for the District, that individual will earn 60% of the days that a 100% employee would earn (or 3 state personal days and 1.5 local personal days). To receive a year of service, the employee has to work 90 days within any part of a scheduled academic year.*

Who pays for the substitute when I take a sick day or discretionary day?

*Dallas ISD pays for the substitute of a District employee when leave is taken. The state does not reimburse the District for any leave. Substitute pay comes from the basic state allotments to the District.*

I am a teacher. I just transferred to this District from another Texas district where I had eight days of accumulated sick days. Will those days transfer into Dallas ISD as state sick days?

*Yes, for all District employees, state sick days accumulated prior to May 30, 1995 are considered earned prior to the implementation of the new mandate regarding five days per year as state personal days. The days must be documented on your service record, which is sent from your former district. You are encouraged to contact the HCM and check your service record if you have a question. Out-of-state or local days granted by other districts are not accepted in the Dallas ISD.*

What restrictions govern the use of my five local days?

*Use of local days comes under the same restrictions as use of state personal days.*

When can I use my state/local days?

*Your days are advanced to you, so you are eligible to use the state/local leave immediately upon your start date. You can check your available balances by logging on to Oracle Employee Self Service. Should you choose to leave your position in the Dallas ISD, please note that you may be required to pay the District for any days you have used but have not yet earned.*

## Rewards and Recognition

---

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized by their supervisor in their department, at Board meetings, in newsletters, and through special events and activities.

## Communications

---

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

## Complaints and Grievances

---

Policy [DGBA](#)

In an effort to 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.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the Board of Trustees.

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

If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form. Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time. The process described in the policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

**Grievance Form.** Complaints under this policy shall be submitted in writing on a form provided by the District. Copies of any documents that support the complaint should be attached to the grievance form.

For additional information on the grievance process, see [DGBA \(Local\)](#).

## 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 of students, parents, other employees, and members of the community.

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

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the Superintendent first learns of the incident. All District employees must adhere to the *Educators' Code of Ethics*, adopted by the State Board for Educator Certification.

## **Texas Educators' Code of Ethics**

### **Purpose and Scope**

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

Refer to [DH \(Exhibit\)](#).

## **District Investigations**

Policy [DH](#)

When the District investigates a complaint of misconduct, including but not limited to complaints of student abuse or any type of sexual harassment, it expects and requires the cooperation of all employees including the complainant, witnesses, and the accused. During an investigation, the District may interview employees privately and take oral and/or written statements from them. Any employee who fails to cooperate with such an investigation or to provide complete and truthful information may be subject to disciplinary action, up to and including termination from employment.

## **Fraud and Ethics Violations**

In order to improve Dallas ISD and to demonstrate a commitment to high ethical standards, the District has provided employees with a simple, risk-free way to anonymously and confidentially report activities that may involve criminal, unethical, or otherwise inappropriate behavior in violation of public law and/or Dallas ISD policies. Employees can file a report by dialing the toll-free Hotline at 1-800-530-1608, online with the Dallas ISD Hotline at [www.tnwgrc.com/dallasisd](http://www.tnwgrc.com/dallasisd), or at the bottom of the Home Page on the Dallas ISD web page "Dallas ISD Hotline." If you choose to remain anonymous, the hotline provider will not request identifying information, and their phone and computer systems do not collect that type of information. The District guarantees that reports submitted via the hotline will be handled promptly and discreetly. No retaliatory action will be taken against anyone for reporting or inquiring in good faith, or for seeking guidance on how to deal with potential or suspected wrongdoing.

## Discrimination, Harassment, and Retaliation

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

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including Board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Employees who believe they have been discriminated or retaliated against or harassed are encouraged to report promptly 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 employee should report the complaint directly to the Superintendent. A complaint against the Superintendent may be made directly to the Board.

The District's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is [DH \(Local\)](#) and [DIA \(Local\)](#).

**Title IX Coordinator.** Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Mary McCants  
Position: Manager  
Address: 3700 Ross Avenue, Dallas, TX 75204  
Telephone: (972) 925-3250

**Section 504 Coordinator.** Reports of discrimination based on disability may be directed to the ADA Coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973:

Name: Diedrae Bell-Hunter  
Position: Senior Director of Service, Support and Solutions  
Address: 9400 North Central Expressway, Suite 1400, Dallas, TX 75231  
Telephone: (972) 925-4026

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

For additional reporting and filing procedures, refer to [DH \(Local\)](#).

## Harassment of Students

Policies [DF](#), [DH](#), [FFG](#), [FFH](#)

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. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

The District's policy that includes definitions and procedures for reporting and investigating harassment of students is [FFH \(Local\)](#).

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

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

**Title IX Coordinator.** Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator. The District designates the following employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Mary McCants  
Position: Manager  
Address: 3700 Ross Avenue, Dallas, TX 75204  
Telephone: (972) 925-3250

**Section 504 Coordinator.** Reports of discrimination based on disability may be directed to the Section 504 Coordinator. The District designates the following employee to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Daphne LaMontagne  
Position: Section 504 Coordinator  
Address: 912 South Ervay Street, Dallas, TX 75201  
Telephone: (972) 581-4238

**Superintendent of Schools.** The Superintendent of Schools or his designee shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws. The designee is Mary McCants.

For additional information on reporting procedures, see [FFH \(Local\)](#) and [FFG \(Local\)](#).

## **Sexual Abuse and Maltreatment of Children**

Policy [BQ \(Legal\)](#)

The District has established a plan for addressing sexual abuse and other maltreatment of children. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects 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 to law enforcement or to Child Protective Services (CPS). Employees are required to follow the procedures described below in *Reporting Suspected Child Abuse*.

## **Reporting Suspected Child Abuse**

Policies [DF](#), [DG](#), [DH](#), [FFG](#), [GRA](#)

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning.



- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning.
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline.
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

Employees are also required to make a report if they have 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 or disabled person.

Reports to Child Protective Services can be made to local offices or to the Texas Abuse Hotline at (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, any 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 make the required report may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency. In addition, employees must cooperate with investigators of child abuse and neglect. 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.

## **Criminal History Background Checks**

Policy [DBAA](#)

Employees may be 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 on certain employees 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. The District obtains criminal history record information on persons it intends to employ. Employees are required to disclose a prior record when requested to do so at the time of employment. Failure to do so could result in termination of employment. A review committee assesses the records of employees found to have criminal records that may bar them from continued employment in the District.

## **Employee Arrests and Convictions**

Policy [DH](#), [DBAA](#)

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

Under authority of Section 22.083 of the Education Code, the District shall obtain the criminal history record as defined in DBAA(LEGAL) for each applicant for employment who, in the opinion of the District, is a serious candidate and may be offered a position. The District may obtain the information from any law enforcement agency including but not limited to a police department, the Department of Public Safety, the Texas Department of Corrections, or the FBI. [See DBAA(LEGAL)]

For information on convictions and moral turpitude, including definition and applicable offenses, see [DBAA \(Local\)](#).

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

## **Alcohol and Drug Abuse Prevention**

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

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

**Alcohol and Drugs.** Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

- 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.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

**Exception.** An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

## **Tobacco Use**

Policies [DH](#), [FNCD](#), [GKA](#)

State law prohibits smoking, electronic cigarettes and using other tobacco products on all District-owned property and at school-related or school-sanctioned activities, on or off campus. 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 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.

## **Drug-Free Workplace Requirements**

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. Employees who violate this prohibition shall be subject to disciplinary sanctions.

Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. [See policies DH and DHE] 41 U.S.C. 702.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of Schools of any criminal drug statute conviction for a violation occurring in the workplace no later three days after such conviction. Within seven days of receiving such notice from the employee or any other source—the District shall notify the granting agency of the conviction. Within a timely manner of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

## **Safety**

Policy [CK series](#)

The District has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve District equipment, employees must comply with the following requirements:

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

## **Safe Operation of District Vehicles**

All District vehicles will be operated in the safest manner possible. The following guidelines will apply:

- When driving, employees must be physically and mentally capable of operating any vehicle safely. No employee should operate a District vehicle after having consumed alcoholic beverages or having taken medication that may cause drowsiness.
- Drivers will obey all traffic laws and observe legal speed limits at all times.
- Any traffic citations will be the responsibility of the driver and shall be reported to their immediate supervisor as soon as possible.
- Employees will be responsible for maintaining in good mechanical operating condition any vehicles assigned to them. Necessary repairs may be requested on a transportation department work order.
- Employees will comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices, including cellular telephones.
- Use of cellular telephones while driving is discouraged.
- Employees will not send or read text messages or emails, dial cell phones, or view any type of electronic devices including GPS type systems and computers while driving.

## **Pre-Employment Drug Testing**

Policies [DHE](#), [DF](#)

Employees whose position requires the transportation of students are required to pass a pre-employment alcohol and controlled substances test, as well as be subject to random drug testing during the school year. This testing provision applies to bus drivers, police officers, and athletic coaches who may transport students. Employees who test positive in a random alcohol or controlled substances test are subject to any appropriate discipline from suspension without pay during the period of removal from safety sensitive functions, up to and including termination of employment.

## Possession of Firearms and Weapons

Policies [FNCG](#), [GKA](#)

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, clubs, or other prohibited weapons onto school premises (i.e. building or portion of a building) or any grounds or building where a school-sponsored activity takes place.

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

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

To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisors or call the Dallas ISD Police Department immediately.

## Visitors in the Workplace

Policy [GKC](#)

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office.

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

## Fraud and Financial Impropriety

Policy [CAA](#)

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

## Conflict of Interest

Policy [DBD](#)

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

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

1. Employment with a vendor/contractor, regardless of the nature of the employment, while employed by the District.
2. Contract award with a vendor in which an employee or his or her family have a substantial ownership or management interest.
3. Ownership of, or substantial interest in, a company that is a supplier of the District.
4. Acting independently as a consultant to a District supplier.

5. Accepting expense-paid invitations to sports or entertainment events from a long-time friend who is also a District vendor.
6. Socializing with vendors or persons interested in doing business with the District under circumstances that create the appearance of impropriety.

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

## **Gifts and Favors**

Policy [DBD](#)

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. Gifts with a value of \$50.00 or more per person or entity are presumed to be inappropriate. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials, or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

## **Associations and Political Activities**

Policy [DGA](#)

The District does not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization. An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of District resources, including work time, for political activities is prohibited.

## **Charitable Contributions**

Policy [DG](#)

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

## **Copyrighted Materials**

Policy [CY](#)

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized 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.

## Mandatory Training

A requirement of employment is to participate in staff development training, including training on Sexual Harassment and Bloodborne Pathogens. The training can be completed on a computer either at work or from home using a web link provided by the campus administrator.

## Bloodborne Pathogens/Exposure Control Plan

In accordance with Health and Safety Code, Chapter 81, Subchapter H, and analogous to Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard, the following exposure control plan exists: Exposure Determination. The Texas Department of State Health Services Bloodborne Pathogens Exposure Control Plan requires employers to perform an exposure determination for employees who have occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment. This exposure determination is required to list all job classifications in which employees have occupational exposure, regardless of frequency. The following job classifications apply:

- Nurse – RN.
- Nurse Assistant.

The job descriptions for the above employees encompass the potential occupational exposure risks to bloodborne pathogens.

**Implementation Schedule and Methodology.** The department's plan outlines a schedule and method of implementation for the various elements of the exposure control plan.

**Compliance Methods.** Universal precautions are observed to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials are considered infectious regardless of the perceived status of the source individual. Work practice controls are used to eliminate or minimize exposure to employees. Where occupational exposure remains after institution of these controls, personal protective equipment is used.

Supervisors and workers examine and maintain work practice controls within the work center on a regular schedule.

Hand washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. The department's plan requires that these facilities be readily accessible after incurring exposure. If hand washing facilities are not feasible, the employer is required to provide either an antiseptic cleanser in conjunction with a clean cloth/paper towels, antiseptic towelettes or waterless disinfectant. If these alternatives are used, then the hands are to be washed with soap and water as soon as feasible. After removal of personal protective gloves, employees wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. If employees incur exposure to their skin or mucous membranes, then those areas are washed with soap and water or flushed with water as appropriate as soon as feasible following contact.

**Needles.** Contaminated needles and other contaminated sharps are not bent, recapped, removed, sheared, or purposely broken.

**Contaminated Sharps Discarding and Containment.** Contaminated sharps are discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak-proof on sides and bottom, and biohazard labeled or color-coded. During use, containers for contaminated sharps are easily accessible to personnel, located as close as is feasible to the immediate area where sharps are being used or can be reasonably anticipated to be found (e.g., laundries), maintained upright throughout use, are not allowed to overfill, and replaced routinely.

**Work Area Restrictions.** In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets,

or on counter/bench tops where blood or other potentially infectious materials are present. All procedures are conducted in a manner to minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

**Contaminated Equipment.** Equipment which may become contaminated with blood or other potentially infectious materials is examined prior to servicing or shipping and decontaminated as necessary.

**Personal Protective Equipment.** All personal protective equipment used is provided without cost to employees. Personal protective equipment is chosen based on the anticipated exposure to blood or other potentially infectious materials. All garments which are penetrated by blood are removed immediately or as soon as feasible and placed in the appropriate container. Gloves are worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Latex sensitive employees are provided with suitable alternative personal protective equipment. Disposable gloves are not to be washed or decontaminated for reuse and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

**Housekeeping.** Employees shall ensure that the worksite is maintained in a clean and sanitary condition. The employer shall determine and implement an appropriate written schedule for cleaning and method of decontamination based upon the location within the facility, the type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area. All contaminated work surfaces are decontaminated after completion of procedures immediately or as soon as feasible after any spill of blood or other potentially infectious materials and at the end of the work shift. Protective coverings (e.g., plastic wrap, aluminum foil, etc.) used to cover equipment and environmental surfaces are removed and replaced as soon as feasible when they become contaminated or at the end of the work shift. All bins, pails, cans, and similar receptacles are inspected and decontaminated on a regularly scheduled basis. Any broken glassware which may be contaminated is not picked up directly with the hands.

**Regulated Waste Disposal.** All contaminated sharps are discarded as soon as feasible in sharps containers located as close to the point of use as feasible in each work area. Regulated waste other than sharps is placed in appropriate containers that are closable, leak resistant, labeled as biohazard and closed prior to removal. If outside contamination of the regulated waste container occurs, it is placed in a second container that is also closable, leak proof, labeled as biohazard and closed prior to removal. All regulated waste is properly disposed of in accordance with federal, state, county, and local requirements.

**Laundry Procedures.** Although soiled linen may be contaminated with pathogenic microorganisms, the risk of disease transmission is negligible if it is handled, transported, and laundered in a manner that avoids transfer of microorganisms to patients, personnel, and environments. Rather than rigid rules and regulations, hygienic and common sense storage and processing of clean and soiled linen is recommended. The methods for handling, transporting, and laundering of soiled linen are determined by the department of Health Services guidelines.

**Hepatitis B Vaccine.** All employees who have been identified as having occupational exposure to blood or other potentially infectious materials involving use of sharps are offered the Hepatitis B vaccine, at no cost to the employee, under the supervision of a licensed physician or licensed healthcare professional. The vaccine is offered after bloodborne pathogens training and within 10 working days of their initial assignment to work unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or that the vaccine is contraindicated for medical reasons. Employees who decline the Hepatitis B vaccine sign a declination statement. Employees who initially decline the vaccine but who later elect to receive it may then have the vaccine provided at no cost.

**Post Exposure Evaluation and Follow Up.** When the employee incurs an exposure incident, the employee is assessed by the Lead Nurse. All employees who incur an exposure incident are referred to Risk Management and offered a confidential medical evaluation and follow up as follows:

- Documentation of the route(s) of exposure and the circumstances related to the incident.

- Identification and documentation of the source individual, unless employer can establish that identification is infeasible or prohibited by state or local law. After obtaining consent, unless law allows testing without consent, the blood of the source individual should be tested for Human Immunodeficiency Virus (HIV) / Hepatitis B Virus (HBV) infectivity, unless the employer can establish that testing of the source is infeasible or prohibited by state or local law.
- The results of testing of the source individual are made available to the exposed employee with the employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- The employee is offered the option of having his or her blood collected for testing of the employee's HIV/HBV serological status. The blood sample is preserved for at least 90 days to allow employee to decide if the blood should be tested for HIV serological status. If the employee decides prior to that time that testing will be conducted, then testing is done as soon as feasible.
- The employee is offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
- The employee is given appropriate counseling concerning infection status, results and interpretations of tests, and precautions to take during the period after the exposure incident. The employee is informed about what potential illnesses can develop and to seek early medical evaluation and subsequent treatment. The department head is designated to assure that the policy outlined here is effectively carried out and maintains records related to this policy.

**Interaction with Healthcare Professionals.** A written opinion is obtained from the healthcare professional who evaluates employees of this facility or organization after an exposure incident. In order for the healthcare professional to adequately evaluate the employee, the healthcare professional is provided with:

- A copy of the Dallas ISD exposure control plan.
- A description of the exposed employee's duties as they relate to the exposure incident.
- Documentation of the route(s) of exposure and circumstances under which the exposure occurred.
- Results of the source individual's blood tests (if available).
- Medical records relevant to the appropriate treatment of the employee.
- Written opinions are obtained from the healthcare professional in the following instances:
  - When the employee is sent to obtain the Hepatitis B vaccine.
  - Whenever the employee is sent to a healthcare professional following an exposure incident.
- Healthcare professionals are instructed to limit their written opinions to:
  - Whether the Hepatitis B vaccine is indicated.
  - Whether the employee has received the vaccine.
  - The evaluation following an exposure incident.
  - Whether the employee has been informed of the results of the evaluation.
  - Whether the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment (all other findings or diagnoses shall remain confidential and shall not be included in the written report).
  - Whether the healthcare professional's written opinion is provided to the employee within 15 days of completion of the evaluation.

**Use of Biohazard Labels.** Training for all employees is conducted prior to initial assignment to tasks where occupational exposure may occur. All employees also receive annual refresher training. This training is to be conducted within one year of the employee's previous training. Training for employees is conducted through Region 10 Education Service Center. Questions regarding the online training may be discussed with the school nurse.

- Epidemiology and symptomatology of bloodborne diseases.
- Modes of transmission of bloodborne pathogens.
- Procedures which might cause exposure to blood or other potentially infectious materials at this facility.
- Control methods which are used at the facility to control exposure to blood or other potentially infectious materials.
- Personal protective equipment available at this facility (e.g., gloves).
- Hepatitis B vaccine offered through Risk Management.



- Procedures to follow in an emergency involving blood or other potentially infectious materials.
- An opportunity to ask questions with the individual conducting the training.

**Recordkeeping.** According to OSHA's Bloodborne Pathogens Standard, medical records are maintained by Health Services for initial nursing assessment and referred to Risk Management. Post exposure evaluation and follow up records are maintained by the Risk Management Department.

## Asbestos Management Plan

Policy [CKA](#)

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

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

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

## Pest Control Treatment

Policies [CLB](#), [DI](#)

The health and safety of all students, visitors, and employees are dependent upon the proper application of chemicals by certified professionals. Dallas ISD is committed to maintaining the highest standards for our educational and working environments by ensuring that the application of all pesticides and herbicides is only by licensed and certified Environmental, Health and Safety personnel. The District's policy requires that it follows integrated pest management (IPM) procedures to control pests on all facility grounds. The District strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures; however, pesticide use is sometimes necessary to maintain adequate pest control and assure a safe, pest-free environment.

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

Employees are prohibited from applying any pesticide unless specifically licensed and prior approval of the integrated pest management coordinator (IPM). Any application of pesticide or herbicide must be done in a manner prescribed by law and the District's integrated pest management program. Pest control information sheets are available from the IPM coordinator in the Dallas ISD Environmental, Health and Safety Department.

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

applications. An employee who requests individualized notices will be notified by telephone, written, or electronic means.

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

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

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

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

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

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

---

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

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

### Overview

The District's technology resources, including its network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use of the resources is permitted with the exception of cell phones, which are for business use only, if the use:

- Imposes no tangible cost to the District.
- Does not unduly burden the District's technology resources.
- Has no adverse effect on job performance or a student's academic performance.

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

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

## **Internet Filter**

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

## **Email**

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

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

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

## **Electronic Storage**

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

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

## **Network Behavior**

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

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

## **Inappropriate Use**

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

## **Inappropriate Language**

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

## **Commercial Use**

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

## **Vandalism/Mischief**

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

## **Security**

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

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

## **Transmitting/Storing/Accessing Confidential Information**

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

## Modification of Computer

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

## Campus, District, or Organizational Websites

Web pages hosted on the Dallas ISD web server or embedded on other websites (wix, etc.) and hyperlinks from these pages must not contain information that is in violation of (or promotes the violation of) any District policy or regulation, nor any local, state, or federal regulation or law.

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

## External Links

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

## Cell Phones and Smart Phones

All cell phones and other smart phone devices issued to employees by the District are intended to be used for District business only. District cell phones may not be used to call directory assistance unless it is an emergency situation. District cell phones may not be taken out of the United States unless permission is granted by the Superintendent or his designee. All data generated, received, or stored on District owned equipment, including text messages, is the property of the District and generally is considered public information that is subject to public inspection.

## Electronic Media

Policy [DH](#)

The following terms used in this section are defined as follows:

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Instagram, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to District regulations on personal electronic communications.
- See Personal Use of Electronic Media, above. Unsolicited contact from a student through electronic means is not a communication.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

## Use of Electronic/ Social Media with Students

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the District. The employee must comply with the provisions outlined below.

Dallas ISD has set forth the following procedures for employee usage of online social media:

- Personal online social media may not be associated with professional online social media.
- All communication via various media by staff with parents and students will be professional and of the appropriate nature, purpose, timing, and amount.
- The employee does not have a right to privacy with respect to communication with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative guidelines, and the Code of Ethics and Standard Practices for Texas Educators, including compliance with Family Educational Rights and Privacy Act, copyright laws, open records requests, etc.

An employee is not subject to these provisions 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.

Upon written request from a parent or student, the employee shall discontinue communicating with a student by email, text messaging, instant messaging, or any other form of one-to-one communication.

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 currently enrolled students.

## **Team or Club Social Networking Sites**

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

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

## **Text Messaging**

Communication with students through the use of text messaging is only permitted between staff members who have extracurricular responsibilities and the students for which that employee is responsible. Written permission must be obtained from each student's parent with whom the employee will be communicating by text messaging. All communication with students, including text messaging, must:

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

## **Personal Use of Electronic and Social Media**

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

Employees in a public school system are responsible for modeling and teaching high standards of decency and civic values. District employees must model the character they are expected to teach, both on and off the worksite. This applies to material which is posted on personal websites and other Internet sites, such as MySpace, Instagram, or Facebook. 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 media as they are for any other public conduct. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's

friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content. Employees who maintain social networking sites for their private use should not share that site with students.

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

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

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

## General Procedures

---

### Severe Weather Closing

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to close school, the Communications Department of the District will post the notice on the District's website, Facebook and Twitter and shall notify the media so that students, their parents, and employees can make plans accordingly.

*Television:*

4 (KDFW) 5 (NBC5) 8 (WFAA) 11 (KTVT) 21 (KTXA) 27 (KDFI) 33 (KDAF) 39 (KXTX) 49 (KSTR) 52 (KFWD)

*Radio:*

KLIF (570 AM) WBAP (820 AM) KRLD (1080AM) KVIL (103.7 FM)

*Web Address:*

<http://www.dallasisd.org>

## **Emergencies**

Policies [CKC](#), [CKD](#)

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

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

## **Purchasing Procedures**

Policy [CH](#)

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

## **Personnel Records**

Policy [GBA](#)

Most District records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

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

The choice not to allow public access to this information may be made at any time by submitting a written request to HCM. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public upon request.

## **Address and Phone Number Changes**

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

## **Name Changes**

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

## **Building Use**

Policies [DGA](#), [GKD](#)



Employees who wish to use District facilities after school hours must follow established procedures. The campus principal is responsible for scheduling the use of facilities after school hours. Contact the campus principal to request to use school facilities and to obtain information on the fees charged.

## Termination of Employment

---

### Resignations

Policy [DFE](#)

**Contract Employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted through Oracle Self-Service. Contract employees may resign at any other time only with the approval of the Superintendent or the Board of Trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The Superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in Reports to Texas Education Agency.

**Noncontract Employees.** Noncontract employees may resign their position at any time.

A written notice of resignation should be submitted to HCM at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

### Dismissal or Nonrenewal of Contract Employees

Policies [DFAA](#), [DFAB](#), [DFBA](#), [DFBB](#), [DFD](#), [DFE](#), [DFFA](#), [DFFB](#)

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term contracts can be proposed for non-renewal at the end of the contract term. The Board shall give the employee notice of its decision to not renew the contract for employment not later than the tenth day before the last day of instruction required under the contract. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

### Dismissal of Noncontract Employees

Policy [DCD](#)

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, gender, 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.

## Exit Interviews and Procedures

Policies [DC](#), [CY](#)

Where possible, exit interviews will be scheduled for all employees leaving the District. All employees leaving the District are asked to complete a confidential Oracle-based, online Exit Survey to provide information and feedback on the employment experience prior to separation.

All District keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

## Reports to Texas Education Agency

Policy [DF](#)

The dismissal of a certified employee must be reported to the Division of Investigations at TEA whenever the termination is based on a determination 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 conduct or a romantic relationship with a student or minor.
- The possession, transfer, sale, or distribution of a controlled substance.
- The illegal transfer, appropriation, or expenditure of District property or funds.
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation.
- Committing a criminal offense or any part of a criminal offense on District property or at a school-sponsored event.

The Superintendent is also required to notify TEA when a certified employee resigns and there is reasonable evidence that would support a recommendation to terminate employment because of the conduct listed above. The reporting requirements above are in addition to the Superintendent's ongoing duty to notify TEA when a certified employee has a reported criminal history. "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.

## 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 to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

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

## Student Issues

---

### Equal Educational Opportunities

Policies [FB](#), [FFH](#)

Dallas ISD does not discriminate on the basis of race, color, religion, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended, as well as board policy not to discriminate in such a manner. (Not all prohibited bases apply to all programs.) If you suspect discrimination please contact: Mary McCants, Title VII or Title IX, at (972) 925-3250; Daphne LaMontagne, Section 504, at (972)

581-4238; or Diedrae Bell-Hunter, Americans with Disabilities Act and Employee Relations at (972) 925-4026. General questions about the District should be directed to HCM at (972) 925-4200.

## **Student Records**

Policy [FL](#)

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

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

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

## **Academic Achievement**

Policy [EI Series](#)

## **Instructional Resources**

Policy [EF \(Legal\)](#)

Instructional materials selected for use in the public schools shall be furnished without cost to students attending those schools. Except as provided by Education Code 31.104(d), the District may not charge a student for instructional material or technological equipment purchased by the District with the District's instructional materials allotment [see CMD]. Education Code 31.001

## **Parent and Student Complaints**

Policy [FNG](#)

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on different issues. Any campus office or the Superintendent's office can provide parents and students with information on filing a complaint.

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

## **Student Welfare**

Policies [FF Series](#)

## **Student Rights and Responsibilities**

Policies [FN Series](#)

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

## **Administering Medication to Students**

Policy [FFAC](#)

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, 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 strategies that have been adopted by the District. Please refer to the Student Handbook, located on the District website, for specific guidelines regarding the Student Code of Conduct and appropriate disciplinary measures. Employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

## **Student Attendance**

Policy [FEB](#), [FE Series](#)

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](#)

All employees are required to report student complaints of bullying to the campus principal. The District's policy includes definitions and procedures for reporting and investigating bullying of students and can be found on the District's website.

## **Hazing**

Policy [FNCC](#)

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

# GLOSSARY

---

AED—automated external defibrillator

AHERA—Asbestos Hazard Emergency Response Act of 1986

CDL—commercial driver’s license

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

CPR—cardiopulmonary resuscitation

CPS—Child Protective Services

DPS—Texas Department of Public Safety

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

EPA—Environmental Protection Agency

ESSA—Every Student Succeeds Act

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

FLSA—Fair Labor Standards Act of 1938

FMLA—Family and Medical Leave Act

Genetic information—as defined by the Genetic Information Nondiscrimination Act of 2008 (GINA), includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or family member receiving assistive reproductive services.

GINA—Genetic Information Nondiscrimination Act of 2008

Grievance—a complaint

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

IPM—integrated pest management

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

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

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

OSHA—Occupational Safety and Health Administration

Overtime pay—legally defined as all hours worked in excess of 40 hours in a work week and is not measured by the day or by the employee's regular work schedule.

PO—purchase order

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

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

Reported criminal history—any formal criminal justice system charges and dispositions, including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction.

SBEC—State Board for Educator Certification

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

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

SLB—Sick Leave Bank is a pool of local sick leave days contributed by employees to be used by members of the bank who suffer a qualifying catastrophic/chronic health condition that extends beyond their own accumulated sick and personal leave days.

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

SPCB—Structural Pest Control Board

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

Supplemental pay—additional earnings above base pay.

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

TRS—Teacher Retirement System

UIL—University Interscholastic League

# INDEX

---

## A

Address Change, 39  
Administering Medication, 43  
Alcohol and Drug  
    abuse prevention, 25  
    testing, 7  
Arrests and Convictions, 24  
Asbestos Management Plan, 32  
Assault Leave, 17  
Associations and Political Activities, 28  
At-will Employment, 6  
Automatic Payroll Deposit, 11

## B

Background Checks, 24  
Bad Weather Closing, 38  
Benefits  
    cafeteria plan, 13  
    health insurance, 12  
    leave, 14  
    retirement, 14  
    supplemental insurance, 12  
    workers' compensation, 13  
Bereavement Leave, 18  
Board of Trustees, 5  
Breaks, 9  
Breast milk, 9  
Building Use, 39  
Bullying, 44

## C

Cafeteria Plan Benefits, 13  
Certification  
    health and safety, 8  
    maintaining, 7  
    parent notification, 9  
Charitable Contributions, 28  
Child Abuse  
    reporting, 23  
    sexual, 23  
Code of Ethics, 21  
Committees, 10

Compensation, 10  
Complaints  
    employee, 20  
    parent and student, 42  
Conduct and Welfare, 20  
Conflict of Interest, 27  
Contract  
    employment, 6  
    noncertified employees, 6  
    nonrenewal, 40  
Copyrighted Materials, 28  
Court Appearances, 18  
Court-Ordered Withholding, 41  
Criminal History, 24

## D

Dietary Supplements, 43  
Discrimination  
    employee, 22  
    student, 41  
Dismissal  
    contract employees, 40  
    noncontract employees, 40  
District  
    communications, 20  
Drug  
    abuse prevention, 25  
    pre-employment testing, 26  
    psychotropic, 43  
    testing, 7

## E

Electronic Cigarettes, 25  
Electronic Communications, 33  
Emergencies, 39  
Emergency Leave, 18  
Employee  
    conduct and welfare, 20  
    involvement, 10  
    recognition, 20  
Employment  
    after retirement, 6  
    at-will, 6  
    contract, 6



- noncontract, 6
- outside, 9

Equal Opportunity

- employment, 5
- student, 41

Every Student Succeeds Act, 9

Exit Interviews, 41

## F

Family and Medical Leave, 16

Firearms, 27

Fraud, 21, 27

## G

General Procedures, 38

Gifts and Favors, 28

Grievances, 20

## H

Harassment

- employee, 22
- student, 22

Hazing, 44

Health Insurance, 12

Health Safety Training, 8

## I

Insurance

- health, dental, life, 12
- supplemental, 12
- unemployment, 13

Internet Use, 34

## J

Job Vacancy Announcements, 6

Jury Duty, 18

## L

**Leave**

- assault, 17
- bank, 15
- bereavement, 18
- court appearances, 18

- emergency, 18
- family and medical, 16
- general medical, 17
- hardship, 17
- jury duty, 18
- medical certification, 14
- military, 18
- military wartime, 18
- professional, 18
- workers' compensation, 17

## M

Maltreatment of Children, 23

Medications, 26, 43

Military Leave, 18

Military Wartime Leave, 18

## N

Name Change, 39

Nonrenewal, 40

Nursing mothers, 9

## O

Outside Employment, 9

Overtime, 11

## P

Parent and Student Complaints, 42

Parent Notification, 9

Paychecks, 11

Payroll

- automatic deposits, 11
- deductions, 11

Performance Evaluation, 9

Personnel Records, 39

Pest Control Treatment, 32

Political Activities, 28

Possession of Firearms and Weapons, 27

Professional Leave, 18

Psychotropic Drugs, 43

Purchasing Procedures, 39

## Q

Qualifying Exigency, 17

## R

Reassignments, 8

### Resignations

- contract employees, 40
- noncontract employees, 40

Retaliation, 22

Retirement

- benefits, 14
- employment after, 6

## S

Safety, 26

Salaries, 10

Searches, 7

Sexual Harassment, 22

Sick Leave Bank, 15

Staff Development, 10

Standards of Conduct, 20

Student

- attendance, 43
- bullying, 44
- complaints, 42
- dietary supplements, 43
- discipline, 43
- equal educational opportunities, 41
- harassment, 22
- hazing, 44
- medication, 43
- records, 42

Substitute Employees, 7

Supplemental Insurance, 12

## T

Teacher Retirement, 14

Technology Resources, 33

Temporary Disability, 16

Termination

- dismissal during the contract term, 40
- exit interviews, 41
- noncontract employees, 40
- nonrenewal, 40
- reports to Texas Education Agency, 41
- resignations, 40

Texas Education Agency Reports, 41

Text Messaging, 37

Tobacco

- products, 25
- use, 25

Training

- health and safety, 8
- staff development, 10

Transfers, 8

Travel Expenses, 12

Tutoring, 9

## U

Unemployment Insurance, 13

## V

Vacancy Announcements, 6

Visitors, 27

## W

Wages, 10

Weapons, 27

Work Schedule, 8

Workers' Compensation Benefits, 13, 17

Workload, 8

# HUMAN CAPITAL MANAGEMENT

---

LEADING TRANSFORMATION THROUGH PEOPLE

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

If you suspect discrimination please contact Mary McCants, Title VII or Title IX, at (972) 925-3250; Daphne LaMontagne, Section 504, at (972) 581-4238; Diedrae Bell-Hunter, Americans with Disabilities Act, at (972) 925-4287; or Employee Relations at (972) 925-4200. General questions about the District should be directed to Customer Service at (972) 925-5555.

Dallas ISD • 3700 Ross Avenue • Dallas, TX 75204 • (972) 925-3700 • [www.dallasisd.org](http://www.dallasisd.org)