

IRVING INDEPENDENT SCHOOL DISTRICT

EMPLOYEE HANDBOOK

2022 - 2023



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Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. While employment with Irving ISD is subject to all Irving ISD Board of Trustees Policies (www.irvingisd.net/BoardPolicy), not all District policies and procedures are included in this handbook. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Executive Director of Human Resources.

In addition, the information provided in this handbook will be supplemented via the District's Intranet found on the District's website www.irvingisd.net. This site contains a number of helpful resources that can be downloaded when needed. Individual campuses will provide information pertinent to that specific campus, i.e. fire drill schedules, bell schedules, and other operational procedures, including periodic updates or changes.

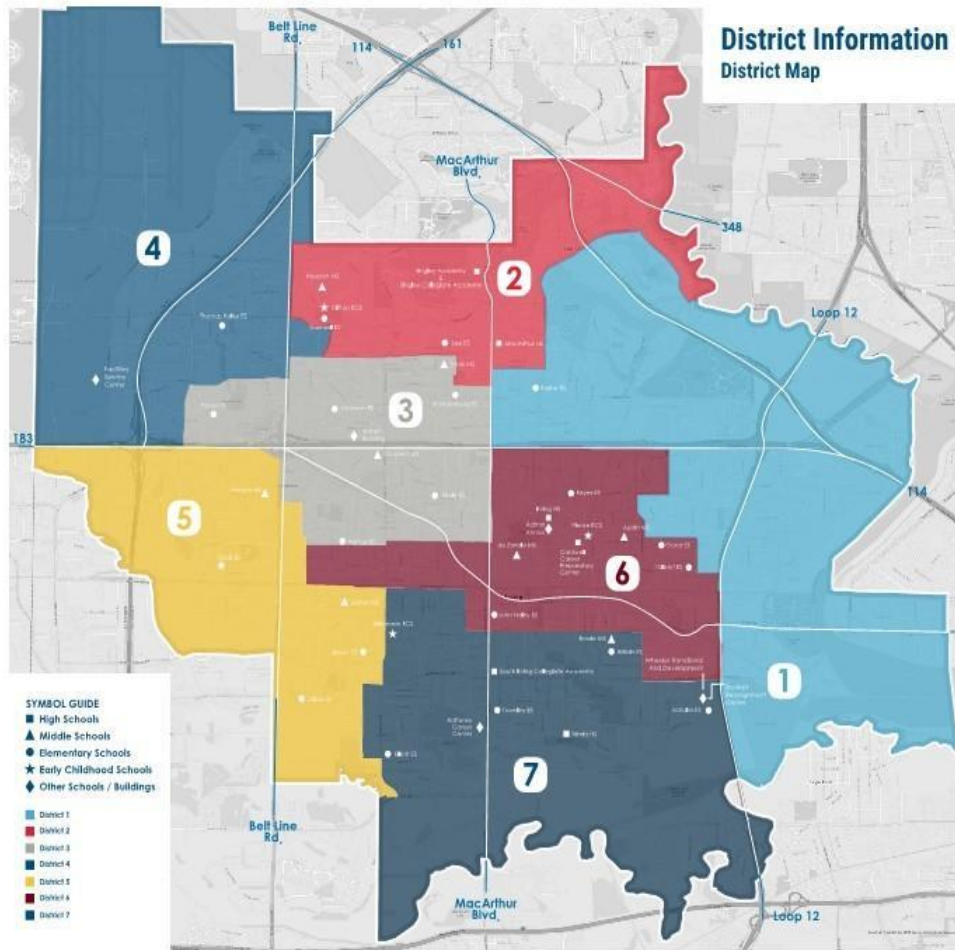
This handbook is neither a contract nor a substitute for the official District policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to, and a brief explanation of, District policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, please refer to the Board Policy Manual, which can be accessed online at www.irvingisd.net/BoardPolicy.

Employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office for additional information.

Employees are required to complete all Annual e-Courses on the Staff page at www.irvingisd.net/RequiredCourses. Please check the referenced website for a complete updated list and deadlines for completion. An acknowledgment of your understanding of this handbook should be completed through the annual e-Courses module.

District Information

District Map



High Schools

Cardwell Career Prep./
Newcomer Academy
Irving
MacArthur
Nimitz
Singley Academy
Singley Collegiate
Academy
South Irving
Collegiate Academy

Middle Schools

Austin
Bowie
Crockett
de Zavala
Houston
Johnson
Lamar
Travis

101 E. Union Bower 75061

900 O'Connor 75061
3700 N. MacArthur 75062
100 W. Oakdale 75060
4601 N. MacArthur 75038
4601 N. MacArthur 75038

1081 W Shady Grove Rd 75060

825 E. Union Bower 75061
600 E. Sixth 75060
2431 Hancock 75061
707 W. Pioneer 75061
3033 W. Country Club 75038
3601 W. Pioneer 75061
219 Crandall 75060
1600 Finley 75062

Elementary Schools

Barton
Brandenburg
Britain
Brown
Davis
Elliott
Farine
Gilbert
Good
J. Haley
T. Haley
Hanes
Johnston
Keyes
Lee
Lively
Schulze
Slipes
Townrey
Townsett

2931 Conflans 75061
2800 Hillcrest 75062
431 Edmondson 75060
2501 W. Terth 75060
310 Davis 75061
1900 S. Story 75060
615 Metker 75062
1501 E. Pioneer 75061
1200 E. Union Bower 75061
1100 Schulze 75060
3601 Cheyenne 75062
2730 Cheyenne 75062
2801 Rulgers 75062
1501 N. Britain 75061
1600 Carlisle 75062
1800 Plymouth 75061
1200 S. Irving Heights 75060
3100 Cross Timbers 75060
1030 Vilbig 75060
3700 Pleasant Run 75038

Early Childhood Schools

Cillon
Kinkeade
Pierce

3950 Pleasant Run 75038
2333 Cameron Place 75060
901 Britain 75061

Other Schools/Buildings

Administration Building
Administrative Annex
Joy and Ralph
Ellis Stadium
Else Walker Outdoor
Learning Ctr.
Ratteree Career
Development Ctr.
Student Reassignment Ctr.
Special Education Annex

2621 W. Airport Fwy., 75062
820 N. O'Connor 75061
700 E. Sixth St. 75060
4611 N. MacArthur 75038
2121 S. MacArthur 75060
1600 E. Shady Grove 75060
3207 W. Pioneer 75061

Mission Statement, Goals, and Objectives

Policy AE

District Goal 1: In Irving ISD, each student will reach their highest potential and be college and career ready.

District Goal 2: Irving ISD will attract, develop and retain life-changing educators committed to each student.

District Goal 3: Irving ISD will provide a safe and nurturing learning environment.

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 serve a three-year term through general elections held in May. Board members serve without compensation, must be qualified voters, and must reside in the District.

Current Board members include:

- **Randy Randle**, President, District 7
- **Dr. Rosemary Robbins**, Vice President, District 1
- **A.D. Jenkins**, Secretary, District 5
- **(Vacant)**, District 3
- **Nuzhat Hye**, District 4
- **Michael Kelley**, District 2
- **Lisa Lobb**, District 6

The Board usually meets once a month at 7:00 p.m. in the Boardroom of the Administration Building, 2621W. Airport Freeway, Irving, Texas 75062; with a work session preceding the meeting at 5:30 p.m. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the District website at www.irvingisd.net/BoardCalendar in the Board of Trustees section 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 with one-hour notice.

All meetings are open to the public. In certain circumstances, Texas Law permits the Board to go into a closed session from which the public and others are excluded.

Closed sessions may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Advance notices of all meetings are posted at the Administration Building and distributed to the news media by the Communications Department. Board meeting information is also available at the IISD website: www.irvingisd.net/BoardCalendar.

Addressing the Board

Trustees encourage public involvement and listen to views and concerns about the District. However, residents who have a specific problem or concern should first voice their concern through regular administrative channels rather than going directly to the Board.

Individuals who wish to address the Board during a Board meeting about an action item on the agenda should come forward to the podium when requested by the Board President. The Board President will ask for public input on some action items as they are considered by the Board.

Individuals who wish to address the Board on an item not on the action agenda should complete a Public Input Card, which is available at the registration table. After completing the card, it can be given to any Board member or administrator so the individual can be recognized during the "Public Comment" section of the agenda. Those wishing to speak to the Board must live within the attendance zones of Irving ISD. For more information about the Board of Trustees, access: www.irvingisd.net/SchoolBoard.

Board Meeting Schedule for 2022-2023

Irving ISD Board Room • 2621 W. Airport Freeway • Irving, Texas 75062
Agendas are posted online for public viewing the Friday before the meeting.

Access: <http://irvingisd.net/BoardAgenda>

2022	2023
Monday, July 25	Tuesday, January 17
Monday, August 16	Tuesday, February 21
Monday, September 19	Tuesday, March 21
Monday, October 17	Monday, April 17
Monday, November 14	Monday, May 15
Monday, December 12	Monday, June 19

School Calendar *(All employee work calendars can be accessed on the IISD Human Resources website [www.irvingisd.net/hr]).*



2022 | 2023

TEACHER CALENDAR | CALENDARIO PARA MAESTROS

- Holiday/Día Festivo
- LEARN2INSPIRE/Campus Professional Development
- Campus Professional Development
- Día de desarrollo profesional en la escuela
- Teacher Workday/Student Holiday
- Día normal maestros/ Día festivo estudiantes
- Purposeful Planning Day/Early Release-Grades PK4-12*/Excluding tuition-based PK4
- Salida temprano - PK4-12*/ Excluye PK4 por pago de colegiatura
- Begin/End Grading Period
- Inicio/ Fin periodo de calificación
- Early Release / Parent Conference
- Salida temprano/ Conferencia de Padres
- Early Release - Grades PK4-12*
- Salida temprano Grados PK4-12*

IMPORTANT DATES | FECHAS IMPORTANTES

<p>■ School Starts/Comienzo de clases</p> <p>■ School Ends/Fin de clases</p> <p>LEARN2INSPIRE</p> <p>Campus PD</p> <p>Teacher Work Day</p> <p>Labor Day/Día del Trabajo</p> <p>Purposeful Planning/Early Release/Salida Temprana</p> <p>Early Release / Parent Conference/Salida Temprana / Conferencia de Padres</p> <p>Fall Break / Vacaciones de otoño</p> <p>Columbus Day/Día de Cristóbal Colón</p> <p>Purposeful Planning/Early Release/Salida temprana</p> <p>Thanksgiving Break/Vacaciones de Acción de Gracias</p> <p>Purposeful PD/Early Release/Día de Salida Temprana</p> <p>Purposeful PD/Early Release/End of Semester/Salida Temprana/Fin del Semestre</p> <p>Christmas Break/Vacaciones de Navidad</p> <p>Teacher Workday/Día normal maestros/ Día festivo estudiantes</p> <p>2nd Semester Starts/Inicio del Segundo Semestre</p> <p>MLK Day/Día de Martin Luther King</p> <p>Purposeful Planning/Early Release/Salida temprana</p> <p>Presidents Day/Día de los Presidentes</p> <p>Spring Break/Vacaciones de primavera</p> <p>Purposeful Planning/Early Release/Salida temprana</p> <p>Good Friday/Viernes Santo</p> <p>Memorial Day/Día de los Caídos</p> <p>Early Release/ Salida temprano</p> <p>Early Release/Last Day/Salida temprana/Último Día</p> <p>Juneteenth/Juneteenth</p> <p>Independence Day/Día de la Independencia</p>	<p style="color: #800000;">August 15</p> <p style="color: #800000;">June 2</p> <p>August 2-5</p> <p>August 9-11</p> <p>August 12</p> <p>September 5</p> <p>September 16</p> <p>October 5</p> <p>October 6-7</p> <p>October 10</p> <p>October 28</p> <p>November 21-25</p> <p>December 22 - January 5</p> <p>December 21</p> <p>January 6</p> <p>January 9</p> <p>January 16</p> <p>February 10</p> <p>February 20</p> <p>March 13-17</p> <p>March 31</p> <p>April 7</p> <p>May 29</p> <p>June 1</p> <p>June 2</p> <p>June 19</p> <p>July 4</p>
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School and Facilities Directory

Main Number: 972-600-5000

High Schools	Phone	Address	Zip
Cardwell Career Preparatory Center	972-600-6140	101 E. Union Bower	75061
Irving High School	972-600-6300	900 O'Connor	75061
MacArthur High School	972-600-7200	3700 N. MacArthur	75062
Nimitz High School	972-600-5700	1100 W. Oakdale	75060
Singley Academy	972-600-5300	4601 N. MacArthur	75038
Singley Collegiate Academy	972-600-5300	4601 N. MacArthur	75038
South Irving Collegiate Academy	972-600-5400	1081 W. Shady Grove Rd	75060

Middle Schools	Phone	Address	Zip
Austin Middle School	972-600-3100	825 E. Union Bower	75061
Bowie Middle School	972-600-3000	600 E. Sixth	75060
Crockett Middle School	972-600-4700	2431 Hancock	75061
de Zavala Middle School	972-600-6000	707 W. Pioneer	75061
Houston Middle School	972-600-7500	3033 W. Country Club	75038
Lady Bird Johnson Middle School	972-600-0500	3601 W. Pioneer	75061
Lamar Middle School	972-600-4400	219 Crandall	75060
Travis Middle School	972-600-0100	1600 Finley	75062

Elementary Schools	Phone	Address	Zip
Barton Elementary School	972-600-4100	2931 Conflans	75061
Brandenburg Elementary School	972-600-7100	2800 Hillcrest	75062
Britain Elementary School	972-600-3800	631 Edmondson	75060
Brown Elementary School	972-600-4000	2501 W. Tenth	75060
Davis Elementary School	972-600-4900	310 Davis	75061
Elliott Elementary School	972-600-4300	1900 S. Story	75060
Farine Elementary School	972-600-7900	615 Metker	75062
Gilbert Elementary School	972-600-0400	1501 E. Pioneer	75061
Good Elementary School	972-600-3300	1200 E. Union Bower	75061
John Haley Elementary School	972-600-6600	1100 Schulze	75060
Thomas Haley Elementary School	972-600-7000	3601 Cheyenne	75062
Hanes Elementary School	972-600-3600	2730 Cheyenne	75062
Johnston Elementary School	972-600-7700	2801 Rutgers	75062
Keyes Elementary School	972-600-3400	1501 N. Britain	75061
Lee Elementary School	972-600-7800	1600 Carlisle	75062
Lively Elementary School	972-600-6700	1800 Plymouth	75061
Schulze Elementary School	972-600-3500	1200 S. Irving Heights	75060
Stipes Elementary School	972-600-4500	3100 Cross Timbers	75060
Townley Elementary School	972-600-6800	1030 Vilbig	75060
Townsell Elementary School	972-600-5500	3700 Pleasant Run	75038
Early Childhood Schools	Phone	Address	Zip
Clifton Early Childhood School	972-600-4200	3950 Pleasant Run	75038
Kinkeade Early Childhood School	972-600-6500	2333 Cameron	75060
Pierce Early Childhood School	972-600-3700	901 Britain	75061
Learning Centers & Other Facilities	Phone	Address	Zip
Administration Building	972-600-5000	2621 W. Airport	75062
Administrative Annex	972-600-6135	820 O'Connor	75062
Facilities Service Center	972-600-5100	3620 Valley View	75061
Food and Nutrition Services	972-600-6941	800 O'Connor	75061
Newcomer Academy (at Cardwell Career Prep Ctr.)	972-600-6140	101 E. Union Bower	75061
Ratteree Career Development Center	972-600-4800	2121 S. MacArthur	75060
School for the Deaf	972-600-7950	631 Edmondson	75060
Special Education Annex	972-600-4600	3207 W. Pioneer	75061
Student Reassignment Center	972-600-3900	1600 E. Shady Grove	75060
Wheeler Transitional Center	972-600-3750	1600 E. Shady Grove	75060

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the District does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the District's Title IX coordinator, Dr. Reny Lizardo, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Jorge Acosta, Executive Director of Human Resources, 2621 W Airport Fwy, Irving, TX 75062, jacosta@irvingisd.net, 972-600-5225. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During District business hours, reports may also be made in person.

The District designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Sofia Galvan, Director of At-Risk & Responsive Services, 2621 W Airport Fwy, Irving, TX 75062, sogalvan@irvingisd.net, 972-600-5027.

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

Americans with Disabilities (ADA)

Policies DAA, DBB

The District does not discriminate against any qualified individual on the basis of disability in job application procedures, hiring, advancement, or discharge of employees, compensation, job training, and other terms, conditions, and privileges of employment. *42 U.S.C. 12112(a); 29*

C.F.R.R. 1630.4(b); Labor Code 21.051

Reasonable Accommodations. The District is required, absent undue hardship, to make a reasonable accommodation of an otherwise qualified individual who meets the definition of disability under the statute. Requests for consideration of reasonable accommodations should be directed to the Risk Management Department. See www.irvingisd.net/RiskManagement.

Job Vacancy Announcements

Policy DC

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

Employment after Retirement

Policy DC

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

Change in Degree/Status

Teachers receiving an advanced degree should submit the official transcript to the Office of Human Resources as soon as possible after the degree has been conferred. If applicable, salary adjustments for advanced degrees will be processed upon verification of conferment of the degree at semester or beginning of school year, and in accordance with the Board-approved compensation schedule.

Contract and Non-Contract Employment

Policy DC series

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

or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District.

Probationary Contracts. Nurses and full-time professional employees new to the District and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in District employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts.

Under the District of Innovation plan, Irving ISD has flexibility in offering a probationary contract for up to three years to teachers who have been employed as a teacher in public education for at least five (5) of the eight (8) years preceding employment with the District.

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

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

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators or those who do not supervise an employee on a Chapter 21 contract) may be employed on a non-chapter 21 contract. Employment is not for any specified term and may be terminated at any time by either the employee or the District.

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

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation, in a timely manner, that they have passed the required certification exam and/or obtained or renewed their credentials to the Office of Human Resources – Attention: Certification Officer. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Office of Human Resources Certification Officer when there is action against, or revocation of, their license.

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

Recertification of Employment Authorization

Policy DC

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

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

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Non investigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the District reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee's personal items, and work areas including District-owned technology resources, lockers, and private vehicles parked on District premises or work sites, or used in District business.

Examinations During Employment. The Superintendent or designee may require an employee to undergo a medical examination/test if information received from the employee, the employee's supervisor, or other sources indicates the employee has a physical or mental impairment that interferes with the employee's ability to perform essential job functions or poses a direct threat to the health or safety of the employee or others.

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 motor vehicle.

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

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Office of Human Resources.

Vehicle Safety and Use Guidelines and Procedures

Policy CNB

The following established guidelines and procedures are for all employees who operate a vehicle while conducting District business.

Purpose

To control the risk of loss in the operation of vehicles used in the conduct of Irving ISD business.

Summary

It shall be the practice of Irving ISD to promote the safe and accident-free operation of all vehicles used in conducting school business through proper driver management and safe driving practices.

Driver Responsibilities

Supervisors are responsible for ensuring that employees under their direction comply with all elements of this program.

All employees and officials who drive a vehicle to conduct District business must comply with applicable elements of this program and must complete the District Driver Request Form.

Driver Qualifications

Only District employees and District officials shall be authorized to drive District vehicles, including vehicles rented by the District. Examples of those who may be required to drive District vehicles as part of their job or function include, but are not limited to:

1. Employees assigned to a vehicle (e.g., maintenance, technology, food service, administrators, etc.)
2. Coaches
3. Campus administrators
4. District administrators
5. School Board members

Driver's License

Employees and officials who drive on District business must have a current and valid Texas driver's license appropriate for the classification of vehicles they drive. Drivers are to have their license in their possession at all times during the operation of a vehicle. The driver's license must be shown to the driver's manager or other District administrators if requested. An employee driver shall immediately notify their supervisor when their driver's license has been suspended, revoked, or restricted, or in the event of an accident, or receipt of any citations within 24 hours or by the end of the next business day. If revocations, suspensions, restrictions, or citations are challenged in court, the decision must be reported to the supervisor within 24 hours or end of the next business day after the decision. Failure to do so may result in loss of driving privileges or other disciplinary action.

Age Requirement

Drivers under the age of 21 are prohibited from operating vehicles owned by Irving ISD. Exemptions to this rule may be granted on a case-by-case basis for employees 18 years of age or older with no history of violations or preventable accidents on their driving record.

DEFINITIONS:

District vehicle - any vehicle owned, leased, or rented by Irving ISD.

Privately Owned Vehicle (POV) - any vehicle that is not owned, leased, or rented by the District but operated for the benefit of the District, and the District is reimbursing the owner/operator for any portion of the operating expense (e.g., driving a personal vehicle and collecting mileage and/or stipend.)

Preventable Accident: one in which the driver failed to exercise every reasonable precaution to prevent the accident.

Major Preventable Accident: one in which the driver deliberately and knowingly failed to exercise reasonable precautions to prevent the accident. This includes, but is not limited to, driving under the influence of drugs or alcohol, reckless driving, or excessive speeding as indicated on the traffic citation or determined by a reliable witness(es).

Non-Preventable Accident: one which includes, but is not limited to:

- Driver's vehicle was legally and properly parked
- Driver's vehicle was struck in the rear

Procedure

A. General Requirements for all Drivers of Vehicle on District Business include:

- i. Any Irving ISD driver shall have one and only one valid driver's license for the type of vehicle to be operated, issued within the requirements of their state of residence. They shall be physically and mentally fit, and, if required, meet physical requirements outlined in the Department of Transportation Regulations.
- ii. Adherence to all traffic laws is mandatory; however, the driver is also expected to take reasonable defensive action, including reducing speed, when confronted with unfavorable driving situations, including road or weather conditions.
- iii. All District-related vehicle accidents, whether preventable or non-preventable, will be thoroughly investigated, and appropriate vehicle accident reports will be prepared and submitted to the Director of Risk Management.
- iv. Unsafe driving techniques, reckless driving, texting, or driving under the influence of intoxicating, illegal, or prohibited substances will not be tolerated and shall be grounds for corrective action, up to and including termination.
- v. District vehicles are to be driven only by the operator to whom the vehicle has been assigned or another operator to whom Irving ISD has authorized to operate a particular vehicle. District-owned leased, or rented vehicles are to be used only for District business and for transportation to and from the driver's usual place of employment when it is convenient to the District.

Personal use is not permitted. Under no circumstances are hitchhikers or unapproved non-District passengers allowed in District vehicles.

- vi. When a person operates a POV on District business, they will maintain liability insurance with at least state-required minimum limits. Proof of insurance will be required and maintained in the supervisor's driver personnel file. The supervisor will ensure current proof of insurance is on file before approving a mileage reimbursement.
- vii. If the vehicle is equipped with safety belts, it shall be properly fastened and used at all times by all occupants of District vehicles and POVs.
- viii. A driver of a District vehicle or POV will assume costs resulting from traffic violations or criminal charges (excluding property damage or personal injury). This includes traffic fines, parking fines, bail bonds, legal defense of criminal charges, etc. The District expects all drivers to operate vehicles legally and safely.
- ix. Under no circumstances will fatigue be considered a valid excuse for an accident. The District does not expect any driver to endanger life and property by working beyond their physical endurance; therefore, the responsibility to avoid an accident due to fatigue rests solely with the driver.
- x. The District's legal obligations and those of the insurance company must be met whenever an accident occurs while driving on District business. The following reporting requirements are necessary:
 1. Police reports - The employee who was involved in an accident (no limit on dollar value) must complete any report required by law enforcement and prepare an IISD Vehicle Accident Report form or its equivalent. If necessary, the supervisor of the employee involved will prepare the report. Reports must be completed within twenty-four (24) hours and submitted to Irving ISD Safety and Security.

Suppose the accident was serious or involved a fatality. In that case, the employee's supervisor, Irving ISD Human Resources, and Irving ISD Safety and Security must be notified by telephone or radio immediately.

2. Supervisor's Vehicle Accident Investigation - A thorough investigation of each accident is essential to identifying the necessary action to prevent a recurrence. The immediate supervisor,

of the vehicle operator involved in an accident is to complete the report as soon as possible, with a preliminary report forwarded to Irving ISD Safety and Security no less than forty-eight (48) hours following the accident.

3. Accident Review Process - The Vehicle Accident Review Committee (VARC) shall be comprised of at least the following three members of the District, which will include the: Vehicle Operator's Supervisor, Safety Training representative, and Human Resources. The Director of Benefits, Risk Management, and HR Systems may also be engaged in an advisory capacity. In the absence of official citation, the Accident Review Process will be used to determine the type of accident: Preventable, Major Preventable, or Non-Preventable. The Vehicle Operator has the right to dispute the determination reached by the VARC using the District process for employee appeals as outlined in District policy DGBA. A copy of all documentation shall be provided to Irving ISD Risk Management.
- xi. **Drug testing may be required after an accident. See Irving ISD Board Policies DBB and DHE.**
 - xii. Violations of the District and state motor vehicle rules and procedures will result in corrective action, up to and including the recommendation of termination of employment, depending on the severity of the violation and based on the following disciplinary guidelines:
 1. 1st Preventable Accident - This will result in the review of a driver safety video and a written performance correction notice/summary of conference. The employee will not be allowed to operate District motorized equipment until all requirements are complete.
 2. 2nd Preventable Accident - This will result in the completion of a Defensive Driving course (at the expense of the District), review of a driver safety video, a written performance correction notice/summary of conference, and the employee will not be allowed to operate District motorized equipment until all requirements are complete.
 3. 3rd Preventable Accident - Driver will be subject to termination or assignment to a position not requiring vehicle operation.
- NOTE: If an exception to the above guide is made, the driver's supervisor must prepare a written statement as to why the employee

should be exempted. This statement must be approved by the superintendent (or designee) of Irving ISD and included in the employee's permanent personnel file.

- xiii. Escalation of correction notices based on repeated preventable accidents (i.e., 1st, 2nd, 3rd) will be based on a 36-month window beginning on the date of the 1st Preventable Accident. The driver's supervisor shall provide a copy of all documentation to the Director of Benefits, Risk Management, and HR Systems immediately following finalization of the accident review process.
- xiv. A Preventable Accident remains in the employee file but will no longer be counted towards disciplinary decisions after 36 months from the date of the accident.
- xv. Major Preventable Accidents may result in immediate termination at the discretion of the Human Resources Department.
- xvi. Approved drivers who have their Driver's License suspended or invalidated, for any reason will be disqualified from operating a District vehicle and will be subject to termination.
- xvii. Any driver must advise their supervisor immediately in case of a moving violation conviction, or accident, on or off the job. Failure to advise the supervisor or attempt to conceal the information will result in corrective action, up to and including termination.
- xviii. An employee who has obtained 10 points on their driving record with the State of Texas will be disqualified from operating a District vehicle and will be subject to termination.

Motor Vehicle Review (MVR) Review

District vehicle drivers must read and sign a Motor Vehicle Record (MVR) consent form that permits Irving ISD to complete a motor vehicle background check.

All drivers shall have their MVR reviewed prior to driving a District vehicle for the first time. Employees whose job descriptions include driving a District vehicle shall have their MVR reviewed upon hire. MVR checks are valid for one (1) year. Drivers with unacceptable MVRs shall be prohibited from operating an Irving ISD vehicle. Any change in the status of an MVR will result in an immediate MVR review and possible change in driving status.

Each year, each employee operating a District vehicle or POV for the benefit of the District will complete the online Driver Request Form to conduct a driver's record check. The form can be located on the [Risk Management website](https://www.irvingisd.net/riskmanagement) (https://www.irvingisd.net/riskmanagement).

Driving Requirements

Employees and officials who drive District-owned vehicles on District business must follow all rules outlined in this program. When operating District vehicles, drivers should remember that their driving habits reflect on the District and its other employees and officials. Irving ISD vehicles must be used legally, courteously, and safely.

- Drivers must wear seat belts and require seat belts to be worn by their passengers.
- Alcohol, tobacco products, e-cigarettes, and other vapor products are not allowed in District vehicles.
- Drivers must not place or answer phone calls while driving District vehicles unless using a hands-free device. If no hands-free device is available, drivers must pull off the road to a safe location to place or answer calls.
- Drivers must do a walk-around inspection of any District vehicle before driving it to check for any visible maintenance or safety issues.
- Drivers are not allowed to operate a District vehicle continuously for more than 10 hours per day in good driving conditions and are strongly encouraged to plan mini breaks every two hours during long periods of driving.
- Drivers are responsible for the care of District vehicles assigned to them and may be held responsible for improper care and abuse of the vehicle. Misconduct could lead to withdrawal of driving privileges and/or disciplinary actions.

Department of Transportation (DOT) Regulated Vehicles

Any vehicle traveling across state lines with a gross vehicle weight rating over 10,000 lbs. (e.g., box trucks/moving vans) is subject to DOT regulations. Each driver must have a DOT compliant driver file maintained in the Transportation Department before being allowed to drive vehicles within this classification.

In addition to a DOT-compliant driver file, any driver of a vehicle with a gross vehicle weight rating over 26,000 lbs. (e.g., dump trucks, large construction vehicles, buses) must possess a valid commercial driver's license and be in compliance with DOT regulations.

The Irving ISD Transportation Department will be responsible for evaluating the applicability of DOT regulations to this District's operations and ensuring compliance with those regulations. All drivers of DOT-regulated vehicles will have responsibilities beyond those outlined in this policy and will receive additional training and information.

Point System for Screening District Drivers

Irving ISD uses a point system to screen drivers who drive District vehicles. Points are assessed based on violations listed on the driver's MVR as well as for preventable vehicle accidents. Irving ISD will use points to apply disciplinary action as follows:

- **3-5 points:** Driver will receive a courtesy letter/email.
- **6-9 points:** Driver will receive a warning and must successfully complete a driver improvement course.
- **10-and above points:** Driving privileges will be suspended and the employee will be subject to termination.

Points will accumulate for a period of 3 years before they are removed, with the exception of points received for major violations listed. Points received for major violations will remain for a period of 10 years. Points issued for vehicle incidents and violations are determined from the point classification descriptions below. Violations and points listed below are to be used as a guide and are not intended to be all-inclusive. Penalty points will be awarded as appropriate based on severity for any violations not specifically listed in this document.

Penalty Points for Major Violations

Assess ten (10) penalty points for each major violation if the date is within ten (10) years of the date of the driving record evaluation. Major violations include:

Driving while intoxicated (DWI)	Driving under influence (DUI)
Assault with motor vehicle	Felony involving a motor vehicle
Driving while license suspended	Driving while impaired
Fleeing a police officer	Administrative License Revocation (ALR)

Penalty Points for Moving Violations

Assess three (3) penalty points for each moving violation if the date is within three (3) years of the date of the driving record evaluation. Moving violations are defined as all moving traffic violations not listed in the major violations category. They do not include non-moving administrative offenses. Examples of moving violations include, but are not limited to:

Speeding	Disregarding a traffic signal
Disregarding a stop sign	Failure to use turn signal
Failure to yield right of way	Improper passing
Tailgating	Failure to wear a seat belt

Cell phone use in a school zone

Failure to stop at stop sign

Racing/speeding contest

Careless/reckless driving

Penalty Points for Preventable Vehicle Accidents

Points for preventable vehicle accidents will be assessed immediately for accidents in a District vehicle or when identified on the driver's MVR. Multiple accidents will be assessed points on a graduated scale as follows: Assess three (3) penalty points for the first preventable accident. Assess three (3) additional penalty points for a second preventable accident within three years of the date of the first accident. Assess four (4) additional penalty points for a third preventable accident within three years of the date of the first accident. Three preventable vehicle accidents within a three-year period will add to 10 points and result in the suspension of driving privileges until the driver does not have three vehicle accidents occurring within the previous three years. Drivers issued penalty points as a result of vehicle accidents shall be notified of their right to appeal.

Appeal of Vehicle Accident Penalty Points

Drivers issued penalty points as a result of vehicle accidents may request a review by the VARC. The VARC shall review information pertinent to the accident, which should include the Texas Peace Officer's Crash Report if available. In examining this report, consideration of such items as charges filed, investigators' narrative, diagram, and factors/conditions contributing to the accident should assist in making a determination as to whether or not the assessment of penalty points is appropriate.

If the VARC reviews the accident report and other pertinent information and determines that the driver was not a cause of the accident, no penalty points will be assessed. If the VARC determines that the applicant was a cause of the accident, penalty points shall be assessed as appropriate.

White Fleet Rental Vehicles

If an employee or official wishes to utilize a white fleet rental vehicle, he/she must:

- Be an approved Irving ISD driver.
- Possess an acceptable MVR as specified by this program.
- Possess a valid and current driver's license for the type of vehicle to be driven and be prepared to show the license.
- Be properly trained and qualified in the type of vehicle to be driven.

Drivers must abide by all procedures in the Irving ISD Vehicle Safety and Use Guidelines and Procedures.

Privately Owned Vehicles (POV)

In situations where a POV is used to conduct District business the following rules apply:

POVs driven for District business are to be driven by licensed adults; not students. Students are not to be asked to drive personal vehicles to conduct District business.

Drivers of POVs for District business are required to carry personal auto liability insurance at all times, regardless of whether the driver is being reimbursed mileage or paid a travel allowance or stipend.

- The insurance verification card must be carried in the vehicle while it is in use.
- The personal auto liability policy for the vehicle will be primary in the event of an accident.

Drivers of POVs for District business must report all accidents and/or citations during business hours to his or her supervisor.

Mobile Equipment/Utility Vehicles

The following rules apply to the operation of utility vehicles (e.g., forklifts, riding mowers, golf carts, gators, etc.):

- Only authorized employees and officials are allowed to operate utility vehicles. Students are not allowed to operate utility vehicles and must maintain a safe distance.
- Every person in a utility vehicle must have a seat. No extra riders.
- Utility vehicles shall not be operated on public roadways. Operation on campus roadways is subject to written school policy and/or campus administrator approval and subject to all applicable traffic laws.
- Drivers must yield to pedestrians at all times.
- Occupants of the vehicles must remain seated in the designated passenger compartment or designated seats when the vehicle is in motion. Arms and legs must remain in the vehicle.
- Every effort should be made to prevent equipment or supplies from protruding out of the side of the vehicle while in transit.
- Use directional or hand signals before making a turn.
- Set the parking brake when not in transit.

- Utility vehicles must not be operated at night unless equipped with head and taillights.
- Utility vehicles should not be driven through playgrounds at any time when the playground is occupied.

The following rules apply to the towing of trailers:

- The driver must have experience and training in towing trailers.
- All District-owned trailers should be pulled with District-owned vehicles when possible. When a trailer is pulled by a non-District vehicle, the insurance of the non-District vehicle becomes primary for the non-District vehicle and the attached trailer.
- Any vehicle used to pull a trailer must meet all required towing specifications for the trailer.
- Driver must conduct a pre-trip walk-around inspection before pulling a trailer.
- The trailer must be of a type designed for the intended usage.
- The trailer should be loaded from front to rear and balanced from side to side. When connected, the trailer and the tow vehicle should be level at the hitching point.
- All cargo must be secured with appropriate tie-downs and/or chains.
- Drivers must travel at a reduced speed and maintain a safe following distance. Posted speed limits must be followed with a max speed limit of 60 mph.
- Tires should be blocked before uncoupling a trailer.
- Whenever possible, a spotter should be used when backing up.

Vehicle Security

The security of Irving ISD vehicles is of high importance. Drivers are expected to take all reasonable steps to ensure that vehicles and cargo are secure from theft and vandalism.

When unattended:

- Vehicle interiors shall be secured: windows up, doors locked, and keys removed.
- Cargo should not be left unattended.
- Tools should be secured inside the vehicle or in exterior locked compartments and out of sight.

- Vehicles that are parked off-site should be parked in a well-lit area, and should not be parked on the street.
- Do not leave target theft items (especially computers) in plain view inside a locked vehicle.

Pre-Trip Walk-Around Inspections

District vehicle drivers are responsible for conducting walk-around inspections of the vehicle and reporting any defects or damage to the Facilities Services Department before driving each day or shift. Drivers must also note defects or damage to seats, seat belts, interior lights, engine warning lights, rearview mirrors, and emergency equipment.

Defects or damage must be reported to the Facilities Services Department shop manager or foreman. The shop manager or foreman will evaluate the vehicle and ensure that all hazards are repaired promptly. Vehicles that are unsafe to drive must be placed out of service immediately.

Safety: All employees will exercise discretion and good judgment while operating a motor vehicle for District business. While conducting District business, employees will operate District vehicles and personal vehicles in a safe and prudent manner and are required to comply with all traffic regulations, laws, and ordinances. Any employee found to be operating a District vehicle in an unsafe or any manner that would bring discredit to the District will have their vehicle privileges revoked and will be subject to discipline.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for 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), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their department supervisor or campus principal before the first day of school.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent or designee determines that the assignment or reassignment is in the best interest of the District. Reassignment is a transfer to another position, department, or

facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and Board Policy DGBA (LOCAL).

When enrollment shifts or program changes have occurred, the reassignments will be determined in the following manner:

1. The reassignment decision(s) will be restricted to the grade level or department specified (except in extenuating circumstances).
2. The principal/supervisor may accept volunteer(s).
3. The teacher with the fewest number of current uninterrupted years of service in the Irving Independent School District will be reassigned.
4. If two or more teachers have the same tenure (#3 above), then total years' teaching service will be the final determinate.

An employee with the required qualifications for a position may request a transfer to another campus or department during the transfer window. Employees desiring to transfer to another campus or location may fill out the internal application in TalentEd Recruit and Hire, the District online application system. Teacher transfers must be completed by the deadline as set by the Office of Human Resources. Transfer requests submitted after the deadline will be coordinated by the Office of Human Resources and must be agreed upon by all parties involved.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic 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 teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation 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 when no other personnel are available.

Paraprofessional and Auxiliary 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 must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. Working outside of the assigned duty schedule includes responding to text messages and/or telephone calls. Paraprofessionals and auxiliary employee positions are not allowed to work from home under any circumstances. See Overtime Compensation on the *Compensation, Benefits, and Leaves Handbook* (link available on page 28 of this handbook).

Breaks for Expression of Breast Milk

Policies DEAB, DG

The District supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a 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. Breaks of about 15 minutes every 3 hours may be necessary early on, but need will diminish as child begins eating solid food. Nursing Mother/Employee must work with supervisor to establish a reasonable break schedule for this purpose that should, whenever possible, run concurrently with any break and/or meal periods already designated for the nursing mother and/or worksite. For nonexempt employees, breaks longer than 15 minutes are unpaid and therefore the employee must clock out. Prior to the need to express milk, the employee is to contact the Benefits Office to complete the Express Milk Schedule Request Form. The right to these breaks ends one year after child's birth or when the employee has no need to express breast milk for the child, whichever occurs first.

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. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Office of Human Resources.

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

Policy DN 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. Written evaluations will be completed on forms approved by the District. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

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

Employee Involvement

Policies BQA, BQB

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

Professional Learning

Policy DMA

Professional learning activities are organized to meet the needs of employees and the District. Professional learning for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the Campus Improvement Plan, and approved by a campus-level advisory committee. Professional learning for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development. Failure to meet requirements for professional learning may result in a loss of compensation, and/or be reflected on the employee's annual performance evaluation. The District offers extensive face-to-face, digital, and virtual professional learning programs throughout the year. These sessions can be found with the online registration system on the professional learning website. These sessions are offered at no charge to District employees.

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

Compensation, Benefits, and Leaves

Compensation, Benefits, and Leaves Handbook

The Compensation, Benefits & Leaves Handbook (www.irvingisd.net/compbenefitsandleaveshandbook) has been developed to provide information regarding the administration of salaries and wages for employees of Irving Independent School District. Please click hyperlink above to access.

The handbook is a guide to, and a brief explanation of, District policies and procedures related to compensation, benefits, leaves and absences.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at Board meetings, on the District's website and social media platforms, and through special events and activities.

District Marketing and Communications

The Office of Marketing and Communications is the voice of the District, ensuring students, parents, staff and community are informed about and engaged with our schools, program

offerings and support systems. We communicate this information in a strategic and timely manner, encouraging all stakeholders to become District advocates.

The talents of the team include communication strategies, storytelling, social media, digital marketing, web design and architecture, traditional marketing, graphic design, branding and style, videography and more.

The Office of Marketing and Communications also uses storytelling to share the good news of the District on an online newsroom, *The Insider*. The newsroom publishes up to four stories and videos a week, spotlighting students and staff, capturing human interest stories and releasing newsworthy information. The online newsroom can be found by visiting www.theinsider.irvingisd.net

The Office of Marketing and Communications also facilitates communication with outside media and news outlets. If you are contacted by a member of the press, please reach out to the Office of Marketing and Communications for assistance prior to making any statement in your official capacity as a District employee.

Additional Channels for Communicating District News and Information

- Irving District Website: www.irvingisd.net
- Social Media:
 - Facebook: [facebook.com/IrvingSchools](https://www.facebook.com/IrvingSchools)
 - Spanish Facebook: [facebook.com/IrvingSchoolsEspanol](https://www.facebook.com/IrvingSchoolsEspanol)
 - Twitter: twitter.com/IrvingISD
 - Instagram: [instagram.com/irvingisd](https://www.instagram.com/irvingisd)
 - Nextdoor: <https://nextdoor.com/agency/irving-isd>
 - Peachjar: <https://www.irvingisd.net/peachjar>
- Irving ISD Newspaper: Distributed to every home in Irving three times a year. The newspaper consists of District-featured stories, an alumni spotlight, letter from the Superintendent, fun games and more.
- School Messenger: Our automated communication system that sends calls, emails and text messages involving emergencies, school closings and other important announcements. To access this tool, text YES to 65787.
- ISTV - Irving ISD's TV channel. See programming at istv.irvingisd.net; on cable at Verizon Fios channel 33, Time Warner Cable channel 98 and AT&T U-verse under the Government/Education section.
- Constant Contact: Utilizing the constant contact email platform, regular emails are sent to both internal and external stakeholders featuring the District's top stories and information.

- ITK (In the Know) - Newsletter sent to all Irving ISD employees designed to inform staff about news, announcements and helpful information twice a week and as needed for bigger announcements.

To learn more about the Office of Communications and Marketing and request their services, please visit their website at <https://www.IrvingISD.net/Communications>.

Complaints and Grievances

Policy DGBA

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

The formal 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. For ease of reference, the District's policy concerning the process of bringing concerns and complaints is noted in Board Policy [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.
- Know and comply with department and District policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.

- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds, and property for authorized District business and activities only.

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a District investigation, may result in disciplinary action, 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 knew of the incident. See the *Reports to Texas Education Agency* section for additional information.

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

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. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9 The educator shall not make threats of violence against school District employees, school board members, students, or parents of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

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

Ethical Conduct toward Students

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

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

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

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

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

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

The District's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is noted in Board Policy [DIA \(LOCAL\)](#).

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. Any District employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex (as defined by Board policy), including sexual harassment, of a student shall immediately notify the District's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by District policy. Any employee who fails to timely report suspected discrimination may be subject to disciplinary action, up to and including a recommendation for termination of employment.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred, must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See the *Reporting Suspected Child Abuse* section and the *Bullying* section of this handbook for additional information. The District's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

Definitions

"Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
 - a. The nature of the communications;
 - b. The timing of the communications;
 - c. The extent of the communications;
 - d. Whether the communications were made openly or secretly;
 - e. The extent that the educator attempts to conceal the communications;
 - f. If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and
 - g. Any other evidence tending to show the context of the communications between educator and student.

2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
3. Making sexually demeaning comments to a student.
4. Making comments about a student's potential sexual performance.
5. Requesting details of a student's sexual history.
6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
8. Inappropriate hugging, kissing, or excessive touching.
9. Providing the student with drugs or alcohol.
10. Violating written directives from school administrators regarding the educator's behavior toward a student.
11. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
12. Any other acts tending to show that the educator solicited a romantic relationship with the student. *19 TAC 249.3(51)*

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

For more information, see Board policies DHB (Legal), FFH (Local) and FFH (Exhibit) available at www.irvingisd.net/BoardPolicy.

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), 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. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (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. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

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

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

Sexual Abuse and Maltreatment of Children

The District has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at <https://www.irvingisd.net/Page/9521>. 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 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 has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in the *Reporting Suspected Child Abuse* section of this handbook.

Reporting Crime

Policy DG

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

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the District will not penalize the teacher for not following the District's scope and sequence.

The District may take appropriate action if a teacher does not follow the District's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ

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

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

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

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

Personal Use of Electronic Communications

Policies CQ, DH

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

As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy

settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using the District's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct District business.
- The employee shall not use the District's logo or other copyrighted material of the District without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on District business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See DH (EXHIBIT)]
 - Confidentiality of District records, including educator evaluations and private email addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

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

Electronic Communications between Employees, Students, and Parents

Policy DH, CQ

Employees are not permitted to communicate with students electronically. A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the District only under the following conditions:

1. Communication is related to the employee's professional responsibilities;
2. Content of the communication is directly related to educational programs or school-sponsored extracurricular activities;
3. Communications are directed to a group of students (no individual messages) or the student's parent is included on the communication.

All electronic communication should be through District email, a District-approved communication platform, or utilizing a device provided by the District. If an employee communicates with a student or parent using a personal device, the employee does not have a right to privacy with respect to those communications. All communications with students and parents may be subject to public records disclosure requirements and must be provided to the District by forwarding the communication to District servers and providing the communication to District personnel upon request. Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew enrolled in the District, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a student who is a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent authorizing electronic communication between the employee and the student using a form provided by the District [See Policy DH(EXHIBIT)]. The written consent form shall include an acknowledgment by the parent that:

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

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *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. 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, including interim teachers who may not be fully certified, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, coaches, and athletic trainers.

The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:

- Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
- Copyright law [Policy CY]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]

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

All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues with parents through personal email accounts or text messages are not permitted.

Personal Phone Calls. Personal phone calls during working hours distract employees from their job responsibilities and may be disruptive to coworkers. Employees should therefore limit the placing or receiving of personal calls during working hours to those required only in emergency situations. This procedure applies to the use of District phone equipment as well as cellular phones. Employees are expected to inform friends and family members of this procedure and will be held accountable for their actions under the District's disciplinary procedure.

Employees contacted by creditors or collection agencies should immediately inform the caller of this procedure and end the call. They should then follow up with the agency in writing advising them not to call them at work. Creditors failing to honor such a request can be reported to the Federal Trade Commission at www.ftc.gov.

Public Information on Private Devices

Policy DH, GB, CQ

Employees should not maintain District information on privately owned devices. If an employee does have work-related information on a privately-owned device, the employee may be directed to provide access to such work-related information upon request. Employees do not hold individual privacy rights to work-related information, which may be subject to the Public Information Act or FERPA disclosure. The District will make reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

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

Criminal History Background Checks

Policy DBAA

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.

Employee Arrests and Convictions

Policy DH

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony or misdemeanor, and any of the other offenses listed below:

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

Moral turpitude includes the following:

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

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

Alcohol and Drug-Abuse Prevention

Policy DH

Irving 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:

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

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

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.

An employee who violates this prohibition shall be subject to disciplinary sanctions. Sanctions may include:

- Referral to drug and alcohol counseling or rehabilitation programs;
- Referral to employee assistance programs;
- Termination from employment with the District; and
- Referral to appropriate law enforcement officials for prosecution.

As a condition of employment, an employee shall:

- Abide by the terms of this notice; and
- Notify the Superintendent, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with DH(LOCAL).

Drug and Alcohol Abuse Support: Employees who are experiencing problems with drug or alcohol abuse, or other personal life issues, can receive three free counseling sessions through the Cigna Life Assistance Program. See Appendix A for more information.

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

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

Fraud and Financial Impropriety

Policy CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the District
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other District assets including employee time
- Impropriety in the handling of money or reporting of District financial transactions
- Profiteering as a result of insider knowledge of District information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the District
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or District policy
- Any other dishonest act regarding the finances of the District
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Fundraisers and Cash Handling

Policy CAA, CFD, FM, GE

All fundraisers by student organizations and school-affiliated organizations must be approved in advance by the principal or appropriate supervisor. The District has established procedures for handling and processing all cash collections/payments at the campus and administrative office/department/division levels.

Campus-based employees should consult with their principal regarding the responsibilities for accepting, receiving, and depositing cash from students and for all school-related activities. If applicable, non-campus-based employees should consult with their administrator for cash handling procedures involving their office/department/division.

The District has established Board policy regarding activity funds. The principal (campus administrator) is responsible for the school's activity funds. Inappropriate cash handling can lead to administrative and legal action. Parent Teacher Association (PTA) and booster club officers are responsible for their organization's operations and fund-raisers including the handling of funds for their organization.

Each individual booster club is to be regulated by its guidelines as an independent non-profit organization and is subject to UIL regulations and Board policy. Policies and procedures are in place to protect the employee or volunteer responsible for cash handling. Failure to follow proper cash handling and accounting procedures can lead to administrative and legal action.

Use and Disposal of IISD Property

Policy CI

Employees are advised that no property of the Irving Independent School District is to be used or sold for personal gain by any District employee. Further, District property is not to be "borrowed," taken off District premises, or utilized for non-District purposes by any employee or other person. District employees are expected to properly use and safeguard District property in their department.

According to the Texas Penal Code, Section 1.07(41), all District employees are public servants and therefore subject to prosecution under the Penal Code regarding offenses against public administration, including abuse of office (Texas Penal Code Chapter 39). All District employees shall perform their duties in conformity with District policy, ethical standards, and state and federal law.

All rights and titles to District property, whether real or personal, are vested in the District's Board of Trustees. Only the Superintendent or designee is authorized to declare District materials, equipment, furniture, books, pamphlets, to be outdated or unusable ("Surplus Property").

The Director of Purchasing is responsible for the disposal of Surplus Property. Proper disposal by said director may be through public auction or sealed bids, salvage for parts, trade in on new equipment, sale for scrap, or destruction. No person, other than the Director of Purchasing, Coordinator of Document Services and Fixed Assets or an individual expressly authorized by the Superintendent, may dispose of District property.

Conflict of Interest

Policy CB, DBD

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

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

Employees may not accept gifts, favors, or other benefits that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, service, or other benefits by an administrator or teacher that might reasonably tend to influence the selection of a product, material, or service, including but limited to, 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.

Endorsements

Policy DBD

An employee shall not require or use undue influence to pressure students or employees to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

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.

Associations and Political Activities

Policy DGA

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

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

The District encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

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

School Safety

Irving ISD is committed to the safety of our staff, students, and visitors. To ensure the safest environment possible, everyone must be committed to following safety protocols and remember that if they see something that looks suspicious, they should report it immediately by calling 911.

The following protocols shall be followed at all times:

- All exterior doors at Irving ISD buildings shall be closed, locked, and secured at all times. Exterior doors shall not be propped open or left unlocked.
- Classroom, gym, auditorium, and field house doors shall be closed and locked at all times.
- No device will be placed on any door that would interfere with its normal closing and locking.
- Doors that need to be opened for any period of time will be physically monitored at all times by a staff member.

- All other equipment/storage closets, electrical rooms, etc. shall be locked at all times.
- Any door or door lock that becomes inoperable must immediately be reported to Security Dispatch at 972-600-5134 and to the campus/building administration.

Employee 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. See the *Emergencies* section of this handbook for additional information.

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 and/or injuries to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

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

Employees with questions or concerns relating to safety programs and issues can contact the Chief of Administrative Services or the Office of Human Resources.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, including those with a license to carry a handgun, 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. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other District-provided parking area, provided the handgun or firearm or ammunition is not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisor, School Resource Officer, or call the Irving 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 in charge. District employees, including those on family/medical leave, are not allowed to bring family members to the workplace during normal working hours. Brief visits (e.g., an employee brings his/her child, grandchild or other relative in to introduce that child to co-workers) may be allowed provided the employee supervises the visitors at all times during the visit and must be coordinated and approved by the employee's supervisor in advance of the visit. Supervisors should take the following into consideration when evaluating requested visits to the workplace:

- Staff and student safety
- School safety
- School calendar of events
- Availability of campus resources
- Impact on the learning environment

Asbestos Management Plan

Policy CKA

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

Pest Control Treatment

Policies CLB, DI

District employees are prohibited by state law and Board policy from applying any pesticide, herbicide, or other chemicals on District property (this includes all EPA regulated Red, Yellow, and Green labeled products). Only employees designated by the District's Integrated Pest Management (IPM) Coordinator and legally licensed by the State of Texas to treat for pests and rodents are allowed to apply such products in a manner prescribed by law and in coordination with the District's IPM plan.

Employees who violate this policy are subject to prosecution to the full limit of federal and state law, as well as possible civil litigation. Additionally, employees found to have violated this policy will face disciplinary action up to and including termination of employment by the District.

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

Dress Code

Policy DH

Employees are expected to dress in a manner which reflects professional status and reinforces the standards set for students. The District is proud of its professional image in the community. It is important that all employees conduct themselves at all times in a manner that best represents the District and the individual. What employees wear reflects on the District, just as much as the District and its image in the community reflects on employees.

General Guidelines:

- For women – suits, skirts, slacks, capri-length slacks, sleeved dresses. Garments shall be appropriate length – the hem of the garment shall at least approximate the knee; capri-length slacks – between mid-calf and the ankle.
- For men – dress slacks or khakis, polo shirts, turtlenecks, oxfords, sweater and vests, blazers, sport coats or suits.
- T-shirts, jeans and/or tennis shoes are not acceptable attire for professional personnel. The only exceptions are in assignments such as physical education when professional dress is not appropriate or on designated spirit days (Fridays), when appropriate t-shirt, jeans, and/or tennis shoes are permitted. Jeans must be appropriately fitting – neither too tight nor too loose. Jeans should not be frayed, torn or have holes or tears.
- Employees are required to visibly wear photo ID badges at all times.
- The principal or supervisor has ultimate discretion as to what is appropriate for the campus or department.

Electronic Surveillance

Electronic surveillance equipment is used from time to time on campus and at school sponsored activities. Teacher behavior recorded on electronic surveillance equipment is subject to review as documented behavior for evaluation and employment decisions.

General Procedures

Emergency School Closing

The District may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late, to release students early, or to cancel school, District officials will post a notice on the District's website and notify the following radio and television stations.

News Media Contact

Irving ISD central office administrators will strive to contact the news media by 5:45 a.m. on days of school closings or delayed starts. Only specified administrators are authorized to contact the news media regarding school plans for the day. Radio stations to be contacted include:

- KEGL
- KESS (Spanish)
- KLUV
- KRLD
- WBAP

Television stations to be contacted include:

- KDFW – Fox 4 (Ch. 4)
- KXAS – NBC 5 (Ch. 5)
- WFAA – ABC (Ch. 8)
- KTVT – CBS 11 (Ch. 11)
- KERA – PBS (Ch. 13)
- KUVN – Univision (Ch. 23) [Spanish]
- KDAF – The 33 (Ch. 9)
- KXTX-TV – Telemundo (Ch. 39) [Spanish]
- ISTV – (Verizon Ch. 33/Time Warner Ch. 98)

Emergencies

Policies CKC, CKD

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

Tornado Occurrence

Should emergency situations such as a tornado warning or other severe weather occur, principals are charged with the responsibility of exercising judgment with extreme caution for the safety and welfare of students. Based upon U.S. Weather Bureau reports, school buses may be detained at the schools until it is determined that it is safe to dismiss the students.

Principals may grant students special permission to leave with parents.

Ice, Snow, and Hazardous Street Conditions

The Irving schools will remain open, provided buildings can be comfortably heated and students can arrive at school safely. When conditions of inclement weather, icy roads, or lack of adequate heat exist, the Superintendent or designee will make the decision as to the closing of schools either for the entire day or a portion of the day.

If schools are closed or delayed in opening for the day, the Superintendent or designee will notify all IISD parents and staff using the SchoolMessenger notification system. All efforts will be made to send the notification by 5:30 a.m. the morning of a change in school operations. If the decision to close or delay school is made in the evening prior, then both parents and staff will receive notification via SchoolMessenger. All efforts will be made to send the notification by 10:00 p.m. the evening before a change in school operations. In addition, information regarding a change in the school day will be posted at the IISD website and area news media will also be notified.

In the event that the SchoolMessenger notification fails to reach any staff members, principals and central office administrators are instructed to make their telephone contacts with employees immediately after receiving operational plans from the Superintendent or designee. All principals will devise campus plans for notifying their staff members of the day's revised procedures and central office administrators will notify all personnel under their supervision.

On a day of school closing or delayed opening, messages will also be posted at the IISD website, www.irvingisd.net, on the IISD Channel 98 on Time Warner Cable, Channel 33 on Verizon Fios and on social media networks maintained by the Office of Communications.

In the event of a late opening, all school personnel are expected to be on duty one hour prior to the determined delayed starting time for students. Buses will be scheduled to run one hour later than the regular schedule. Principals are advised to develop bell schedules, lunch schedules, etc., for delayed starting times of 9:00 a.m., 9:30 a.m., and 10:00 a.m. The latest delayed starting time that will be considered by the District is 10:00 a.m.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Purchasing Department through the official District requisition accounting system. No purchases, charges, or commitments to buy goods or services for the District can be made without a properly drawn purchase order. In an emergency declared by the Board of Trustees or their delegated proxy or in the event that there are technical problems with the accounting software that prevent the production of a purchase order, the Superintendent or designee may grant permission to purchase without a properly drawn purchase order. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to use District funds to purchase supplies or equipment for personal use. The Purchasing website has links to the Purchasing Manual and Quick Tips or you may contact the Purchasing Department for additional information.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Office of Human Resources if there are any changes or corrections to their name and marital status.

Home address, contact telephone number, and emergency contact changes should be made through Employee Self Service.

Personnel Records

Policy DBA, GBA

Most District records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

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

The choice to not allow public access to this information or change an existing choice may be made at any time by completing a privacy form at the Office of Human Resources. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the District if he or she is subject to any exception for disclosure of personal or confidential information.

Facility Use

Policies DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures. Contact the Custodial Services and Facilities Rental Manager to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE, DHB

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Office of Human Resources (as the Superintendent's designee). Contract employees may resign at any other time only with the approval of the Superintendent or designee. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the Office of Human Resources (as the Superintendent's designee) of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in the *Reports to Texas Education Agency* section. The Superintendent will notify SBEC when an employee resigns and there is reasonable evidence to indicate that the employee has engaged in such misconduct.

Non-Contract Employees. Non-contract employees may resign their position at any time. A written notice of resignation should be submitted to the Office of Human Resources 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.

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or of knowing about an employee's resignation or termination following an alleged incident of misconduct described above.

Upon separation of employment, all District owned property, ID card and resources must be returned to the supervisor.

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB

Employees on probationary or term contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in the Reports to Texas Education Agency. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

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 Non-Contract Employees

Policies DCD, DP

Non-Contract 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. Non-Contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in this handbook when pursuing the grievance. See the *Complaints and Grievances* section of this handbook.

The principal is required to notify the superintendent of a non-certified employee's resignation or termination within seven business days following an alleged incident of misconduct or abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or of knowing about an employee's resignation or termination following an alleged incident of misconduct described above.

Discharge of Convicted Employees

Policy DF

The District shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

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

Exit Interviews and Procedures

Any employee leaving the District is required to complete an employee exit form. Leaving employees are also encouraged to participate in an exit interview. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the District with a forwarding address and phone number and complete a questionnaire that provides the District with feedback on his or her employment experience. All District keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Reports to Texas Education Agency

Policies DF, DHB, DHC

Certified Employees: The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of District or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on District property or at a school-sponsored event

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

Non-Certified Employees: The voluntary or involuntary separation of a non-certified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

Reports Concerning Court-Ordered Withholding

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

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Dr. Reny Lizardo, Executive Director of Campus Operations and Attendance PK-12, 2621 W Airport Fwy, Irving, TX 75062, rlizardo@irvingisd.net 972-600-5023, the District Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should be directed to Sofia Galvan, Director of At-Risk & Responsive Services, 2621 W Airport Fwy, Irving, TX 75062, sogalvan@irvingisd.net, 972-600-5027, the District

ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

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.
- **Legal Guardians:** Adult(s) granted the legal rights to access the student's educational records by a court of law or lawfully executed document.

NOTE: The term "parents" is used in this Handbook to include both parents and legal guardians, as defined above.

- **The student:** The rights of parents transfer to a student who turns 18 or is enrolled in an institution of postsecondary 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 Records Officer for assistance.

Teachers may display students' assignments, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement.

However, the District will seek parental consent (Student Directory Information Form Release of Directory Information for School-Sponsored Purposes) before displaying students' original work (such as artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works) on the District's website, a website affiliated with or sponsored by the District, such as a campus or classroom website, and in District publications, which may include printed materials, videos, or other methods of mass communication. Teachers shall approve classroom assignments for appropriateness and acceptability before posting or transmitting.

No personally identifiable information about a District student will be posted on a web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for directory information as allowed by the Family Educational Rights and Privacy Act and District policy.

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, the District's Board of Trustees if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC

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

If the medication is to be provided at school, the medication label shall be in English. The parent may obtain an English label from the pharmacist. 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.

National School Lunch Program

Meals are available for employees to purchase through their campus or assigned-building's cafeteria. The price for employee-purchased meals must be set by the District in accordance with federal guidelines. No free cafeteria food is available for any employee or other adult. Please note that eating without payment, giving away, or mishandling food that has been subsidized through the National School Lunch Program can constitute a federal crime and result in disciplinary consequences and criminal penalties; this includes eating cafeteria food that is intended for our students.

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. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal. The Student Handbook and Student Code of Conduct are accessible on the District's website.

Student Attendance

Policy FEB

Teachers and staff should be familiar with the District's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, should 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 or designee for additional information.

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to their administrative supervisor. The District's policy includes definitions and procedures for reporting and investigating bullying of students and is available in Board Policy [FFI \(LOCAL\)](#).

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.

Appendix A: Cigna Life Assistance Program

WHATEVER LIFE THROWS AT YOU - THROW IT OUR WAY.



Life Assistance Program

Life. Just when you think you've got it figured out, along comes a challenge. Whether your needs are big or small, your Life Assistance & Work/Life Support Program is there for you. It can help you and your family find solutions and restore your peace of mind.

Call us anytime, any day.

We're just a phone call away whenever you need us. At no extra cost to you. An advocate can help you assess your needs and develop a solution. He or she can also direct you to community resources and online tools.

Visit a specialist.

You have three face-to-face sessions with a behavioral counselor available to you - and your household members. Call us to request a referral.

Reward yourself.

Access our Healthy Rewards** discount program. You can get discounts on health and wellness products and services.

Achieve work/life balance.

If you'd like help handling life's demands, call us for extra support. We can refer you to a service in your community. Or provide guidance on topics such as:



Legal consultation.** Receive a free 30-minute consultation. And up to a 25% discount on select fees.



Parenting. Get guidance on child development, sibling rivalry, separation anxiety and much more.



Senior care. Learn how to solve the challenges of caring for an aging loved one.



Child care. Whether you need care all day or just after school, find a place that's right for your family.



Pet care. From grooming to boarding to veterinary services, find what you need to care for your pet.



Financial Services & Referral. Receive a free 30-minute consultation and 25% discount on select fees with network providers.



Life Assistance Program - 24/7 support

800.538.3543

www.cignabehavioral.com/cgi

Together, all the way.™



* Some Healthy Rewards programs are not available in all states. If your Cigna plan includes coverage for any of these services, this program is in addition to, not instead of, your plan benefits. A discount program is NOT insurance, and you must pay the entire discounted charge.

** Legal consultations and discounts are excluded for employment-related issues.

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