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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. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Associate Superintendent 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 http://pol.tasb.org/home/index/367.

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 eCourses on the Staff page: http://www.irvingisd.net/requiredecourses.

Required eCourses training for ALL staff:
- Acceptable Use and Social Networking Awareness
- Blood Borne Pathogens
- Confidentiality
- Staff Responsive Services
- Staff Responsive Services – Dating Violence Prevention
- Employee Handbook Acknowledgement
- Worker’s Compensation Awareness

Required for ALL professional and paraprofessional staff:
- Anti-Bullying/Freedom from Bullying
- Drug and Alcohol Awareness
- Ethical Standards

Required for ALL instructional staff in addition:
- Copyright
- Technology Borrower’s Agreement

Required for ALL new staff in addition:
- New Employee Training
Mission Statement, Goals, and Objectives

Policy AE

District Goal I. We will create an optimal unencumbered climate and culture in order to accomplish our mission and objectives.

Board Goals
1. Students will be at or above grade level in all core subjects, prepared for advanced level courses and be college and/or career ready upon graduation.
2. Develop or Adopt a District-Wide Leadership Competency Model for the purpose of developing leadership and continuity of each campus. Strong leadership and continuity at the Campus level removes encumbrances and ultimately contributing to positive culture and climate.

District Goal II. We will form a comprehensive curriculum framework specifically designed for individualization.

Board Goal
1. A system is in place for continual curriculum and lesson plan improvement.

District Goal III. We will provide advocacy and support that address the whole student.

Board Goals
1. Effective and efficient existing academic programs and student support services.
2. Effective and efficient new academic programs and student support services.

District Goal IV. We will personify and infuse ethical values into the daily lives of our students.

Board Goal
1. A school district and community-wide culture of respect and responsibility.

District Goal V. We will ensure community engagement and collaboration to accomplish our mission and objectives.

Board Goals
1. Synergetic Campus that fosters community collaboration.
2. Community informed of district events.
3. District personnel are engaged at the campus level.

District Goal VI. We will ensure total organizational capacity necessary to realize our mission.

Board Goals
1. An evaluation and coaching system that will promote teacher and administrator development.
2. Relevant professional development for all employees to promote student and professional growth.
3. Schools led by effective instructional leaders.

**District Goal VII.** We will design a vital/living organization that simplifies and focuses our efforts on student excellence.

**Board Goals**
1. Students leave IISD with a career path (college / trade school / job opportunities).
2. Administration focused on holistic support of the entire campus.

**District Goal VIII.** Maintain a strong financial position.

**Board Goal**
1. The District shall strive to maintain a minimum general operating fund balance equal to at least the sum of two months (i.e., 16.67 percent) of total budgeted general operating fund expenditures.

**Board of Trustees**

[Images of board members]
Board Meetings
*Policies BA, BB series, BD series, and BE series*

The Board of Trustees holds regular meetings, which are open to the public, one time per month at 7 p.m. in the Boardroom of the Administration Building, 2621 West Airport Freeway. The meeting calendar can be accessed at [http://www.irvingisd.net/BoardCalendar](http://www.irvingisd.net/BoardCalendar) in the Board of Trustees section.

In accordance with the Texas Open Meetings Law, the Board has the privilege of meeting privately in executive session to discuss matters related to personnel, land acquisition, student hearings, and to consult with legal counsel. A majority of the Board constitutes a quorum for the transaction of business.

When necessary, the Board schedules other public meetings (special meetings, emergency meetings and work sessions) to conduct additional business and for in-depth study of programs and issues.

Advance notices of all meetings are posted at the Administration Building and distributed to the news media by the Public Information Department. Board meeting information is also available at the IISD website: [www.irvingisd.net](http://www.irvingisd.net).

**Appearing on the Agenda**

Any person wanting to place an item on the agenda should submit a written request to the Superintendent or Board President no later than Wednesday prior to the meeting. The request should include the name, address and telephone number of the person who will be making the presentation and the topic to be discussed. The Board can take action only on items that appear on the agenda.

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.

**Addressing 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 "Recognition of Visitors" section of the agenda. Those wishing to speak to the Board should live within the attendance zones of Irving ISD. For more information about the Board of Trustees, access: [http://irvingisd.net/SchoolBoard](http://irvingisd.net/SchoolBoard).
Board Meeting Schedule for 2016-2017

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

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<td>January 17, 2017**</td>
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<td>February 13, 2017</td>
<td>February 21, 2017***</td>
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<td>June 12, 2017</td>
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***This meeting date is a Tuesday because of a scheduled holiday.
See Agenda for more information about the meeting.
School Calendar

Irving Independent School District

2016-2017 Teacher Calendar

Legend:
- Holiday
- LEARN2INSPIRE - Elementary Teachers
- LEARN2INSPIRE - Secondary Teachers
- New Teacher Academy
- Teacher Professional Development
- Teacher Workday/Student Holiday
- PD Exchange Day/Student Holiday
- Parent Conference/Student Holiday
- Bad Weather Make-Up Day, if Needed
- Begin/End Grading Period
- Early Release - Grades K-12
- Graduation

District Holidays
(all schools and district offices closed)
- July 4: Independence Day
- September 5: Labor Day
- October 10: Columbus Day
- Nov. 23-25: Thanksgiving Break
- Dec. 19-30: Christmas Break
- January 2: New Year’s Day (observed)
- January 16: MLK Day
- February 20: Presidents’ Day
- March 13-17: Spring Break
- April 14: Good Friday
- May 29: Memorial Day
- *Administration Building will be open Oct. 10-Feb. 20.

Student Holidays
- October 7: Parent Conference Day
- Nov. 21-22: Teacher PD Exchange Day
- January 17: Teacher Workday
- March 10: Bad Weather Make-Up Day
- March 20: Bad Weather Make-Up Day
  - if needed.

Instructional Days
- First Day of School: August 22
- Last Day of School: June 1
- Total Student Instructional Days: 173
- Days in Full Semester: 86
- Days in Spring Semester: 87
- Bad Weather Make-Up Days: 2

Adapted by the Board of Trustees on March 28, 2016
# School and Facilities Directory

**Main Number:** 972-600-5000

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<th>High Schools</th>
<th>Phone</th>
<th>Address</th>
<th>Zip</th>
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<tbody>
<tr>
<td>Irving High School</td>
<td>972-600-6300</td>
<td>900 O'Connor</td>
<td>75061</td>
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<tr>
<td>MacArthur High School</td>
<td>972-600-7200</td>
<td>3700 N. MacArthur</td>
<td>75062</td>
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<tr>
<td>Nimitz High School</td>
<td>972-600-5700</td>
<td>1100 W. Oakdale</td>
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<tr>
<td>Jack E. Singley Academy</td>
<td>972-600-5300</td>
<td>4601 N. MacArthur</td>
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<tr>
<td>Cardwell Career Preparatory Center</td>
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<td>101 E. Union Bower</td>
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<td>Bowie Middle School</td>
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<td>Crockett Middle School</td>
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<td>Houston Middle School</td>
<td>972-600-7500</td>
<td>3033 W. Country Club</td>
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<td>Lady Bird Johnson Middle School</td>
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<td>Lamar Middle School</td>
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<td>Travis Middle School</td>
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<td>Brown Elementary School</td>
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<td>Elliott Elementary School</td>
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<td>3950 Pleasant Run</td>
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<td>Kinkeade Early Childhood School</td>
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<td>2333 Cameron</td>
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<td>Pierce Early Childhood School</td>
<td>972-600-3700</td>
<td>901 Britain</td>
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<th>Learning Centers &amp; Other Facilities</th>
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<td>Administration Building</td>
<td>972-600-5000</td>
<td>2621 W. Airport</td>
<td>75062</td>
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<td>Administrative Annex</td>
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<td>820 O'Connor Road</td>
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<td>Facilities Service Center</td>
<td>972-600-5100</td>
<td>3620 Valley View</td>
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<td>Food and Nutrition Services</td>
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<td>800 O'Connor Road</td>
<td>75061</td>
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<td>Newcomer Academy</td>
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<td>820 O'Connor Road</td>
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<td>Ratterree Center</td>
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<td>2121 S. MacArthur</td>
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<td>School for the Deaf</td>
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<tr>
<td>Special Education Annex</td>
<td>972-600-4600</td>
<td>3207 W. Pioneer</td>
<td>75061</td>
</tr>
<tr>
<td>Student Reassignment Center</td>
<td>972-600-3900</td>
<td>1600 E. Shady Grove</td>
<td>75060</td>
</tr>
<tr>
<td>Wheeler Transitional Center</td>
<td>972-600-3750</td>
<td>1600 E. Shady Grove</td>
<td>75060</td>
</tr>
</tbody>
</table>
Employment

Equal Employment Opportunity

*Policies DAA, DIA*

Irving ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy), 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.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the Associate Superintendent for Human Resources or designee.

Americans with Disabilities (ADA)

*Policies DAA, DBB*

The District may not discriminate against a 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 to 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 Office.

**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.

Job Vacancy Announcements

*Policy DC*

Announcements of job vacancies by position and location are posted on a regular basis to the district’s website under the Human Resources Employment tab.
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).

Employment after retirement is governed by TRS rules and state law. Depending upon the individual's effective date of retirement, the Irving Independent School District may incur expenses over and above those associated with hiring a non-retiree in a similar position with similar years of experience. If applicable, the Irving ISD may reduce the employee's pay to offset these expenses, provided that the resulting pay amount does not fall below the state minimum.

Change in Degree/Status

Teachers receiving an advanced degree should submit the official transcript to the Department 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 Noncontract Employment

*Policy DC series*

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

**Probationary Contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.
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 (i.e., if the employment begins after the first day of school).

**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 and 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 that they have passed the required certification exam and/or obtained or renewed their credentials to the Office of Human Resources – Attention: Certification in a timely manner.

A certified employee’s contract may be voided without 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. Contact Human Resources Certification if you have any questions regarding certification or licensure requirements.

**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 computers, lockers, and private vehicles parked on district premises or work sites or used in district business.

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

**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, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their campus principal or supervisor by 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 district 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. Employees desiring to transfer to another campus or location may fill out the internal application in Talent Ed Recruit and Hire, the district online application system. Teacher transfers must be completed by the deadline as set by Human Resources. Transfer requests submitted after the deadline will be coordinated by the Human Resources department and must be agreed upon by all parties involved.

**Workload and Work Schedules**
*Policies DEA, 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. (See *Overtime Compensation* on page 22 for additional information.) 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.

**Breaks for Expression of Breast Milk**  
*Policies DEA, 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. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

**Notification to Parents Regarding Qualifications**  
*Policies DK, DBA*

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Director 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.

**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 Academic Services.

**Professional Development**

*Policy DMA*

Professional development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Professional development 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.

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

The district offers extensive face-to-face, digital, and virtual professional development programs throughout the year. These sessions can be found with the online registration system on the Professional Development website. These sessions are offered at no charge to District employees.
Compensation and Benefits

Salaries, Wages, and Stipends
*Policies DEA, DEAA, DEAB*

Employees are paid in accordance with administrative guidelines and an established pay structure. The district’s pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 22.)

All employees will receive notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district’s extra-duty pay schedule.

Employees should contact the Office of Human Resources for more information about the district’s pay schedules or their own pay.

Annualized Compensation
*Policy DEA*

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly payments beginning with the first pay period of the school year. Employees that separate service after the last day of instruction will continue to receive paychecks through the end of the annual work period.

- 10-month September-August
- 11-month August-July
- 12-month July-June

Pay Dates and Reporting Periods

Information about pay dates and pay reporting periods is provided to employees through the district website and this handbook. Employees should contact the Payroll Office for more information.

<table>
<thead>
<tr>
<th>2016-2017 Pay Dates and Payroll Reporting Periods Monthly</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Dates</td>
<td>Payroll Reporting Periods</td>
</tr>
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</table>

Irving ISD Employee Handbook
Revised July 2016
### 2016-2017 Pay Dates and Payroll Reporting Periods Biweekly

<table>
<thead>
<tr>
<th>Pay Dates</th>
<th>Payroll Reporting Periods</th>
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<tbody>
<tr>
<td>Friday, July 1, 2016</td>
<td>June 11-June 24, 2016</td>
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<tr>
<td>Friday, July 15, 2016</td>
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<td>Friday, July 29, 2016</td>
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<td>Friday, August 12, 2016</td>
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<td>Friday, August 26, 2016</td>
<td>August 6-August 19, 2016</td>
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<td>Friday, September 9, 2016</td>
<td>August 20-September 2, 2016</td>
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<td>Friday, September 23, 2016</td>
<td>September 3-September 16, 2016</td>
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<td>Friday, October 7, 2016</td>
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<td>Friday, March 10, 2017</td>
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<tr>
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<tr>
<td>Friday, June 2, 2017</td>
<td>June 10-June 23, 2017</td>
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### Time Keeping

Accurately recording time worked is the responsibility of every hourly employee. Federal and state laws require IISD to keep an accurate record of time worked in order to calculate employee pay and benefits. At the present time, Kronos is the official timekeeping software used to track
and document work time. Time worked is time “actually spent” on the job performing assigned
duties or responsibilities.

Hourly employees are required to accurately record the time they begin and end their work day. They must also record the beginning and ending time of any split shift or departure from work for personal reasons. Altering, falsifying or tampering with time records or recording time on another employee’s time record will result in disciplinary action up to and including termination of employment. Such actions place both employees in a situation that will result in disciplinary measures. Each employee has the responsibility to clock themselves in and out for accurate time keeping. Any measure that prohibits the employee from clocking in such as a mechanical failure of the District time keeping process such as Kronos or computer managed clock-ins shall be reported to supervisors immediately.

Paychecks
All professional and salaried employees are paid monthly. Hourly employees are paid every two weeks. The schedule of pay dates for the 2016-2017 school year is available on the District website. Irving ISD is a paperless district and requires employees to choose direct deposit or pay cards. Paychecks will not be released to any person other than the district employee named on the check without the employee’s written authorization.

An employee’s payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

Automatic Payroll Deposit
Employees will have their paychecks electronically deposited into a designated account after a 30-day pre-notification period required by the bank. A paper check will be issued during this time and delivered to the employee's home campus/department. Contact the Payroll Department for more information about the automatic payroll deposit service.

Payroll Deductions
Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)

Other payroll deductions employees may elect include deductions for the employee’s share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans. Employees also may request payroll deduction for payment of membership dues to professional organizations and the credit union. Salary deductions are automatically made for
unauthorized or unpaid leave. The District may deduct any overpayments from one or more of the employee’s paychecks.

Overtime Compensation
*Policy DEAB*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee’s regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:00 a.m. Saturday and ends at 11:59 p.m. Friday.

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- An employee will be required to use comp time before using available paid leave (e.g., sick, personal, non-duty).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement
*Policy DEE*

Before any travel expenses are incurred by an employee, the employee’s supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage. See Employee Travel Guidelines on the Business Services website for more information.

Health, Dental, and Life Insurance
*Policy CRD*

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

- Employees who are active, contributing TRS members
• Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are posted on the website. Employees should contact the Human Resources Office for more information.

Supplemental Insurance Benefits
Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for Whole Life, Term Life, Accidental Death and Dismemberment, Catastrophic Diseases, Legal Aid/Identity Theft, Tax Shelter/Roth Annuities, Dental, Vision, Flex Spending Accounts, Disability Income Protection, Long Term Care, Medical Gap Coverage, and Health Savings Account. Premiums for these programs can be paid by payroll deduction. Employees should contact the Human Resources Office for more information or visit the Human Resources Department’s website.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers’ Compensation Insurance
Policy CRE

The district, in accordance with state law, provides workers’ compensation benefits to employees who suffer a work-related illness or are injured on the job. The district is officially recognized by the State of Texas as providing coverage under a self-insurance program for workers’ compensation coverage, effective September 1, 1992 and is administered by an independent third party administrator.
Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the Risk Management Office. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. Refer to the Risk Management Department’s website for more information.

**Unemployment Compensation Insurance**

*Policy CRF*

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

**Teacher Retirement**

*Policy DEG*

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify their supervisor and the Human Resources Office as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov). See page 13 for information on restrictions of employment of retirees in Texas public schools.

**Reimbursement of Local Leave Upon Retirement.** The following leave provisions shall apply to local leave earned beginning on the original effective date of this program.

An employee who separates from employment with the District shall be eligible for reimbursement of local leave and/or Exemplary Attendance Days under the following conditions:

1. The employee is retiring from TRS voluntarily and is not being discharged or non-renewed from Irving ISD.
2. The employee provides advance written notice of intent to separate from employment to the Human Resources Department by the first Monday of March.
3. The effective date of the resignation is the employee’s last workday as scheduled on the employment dates of the school calendar.

4. The employee seeking reimbursement for local sick leave must have a balance of at least 15 state personal leave days.

5. All Exemplary Attendance Days are eligible for buy back upon retirement.

The employee shall be reimbursed for each day of local leave at a rate of $100 per day up to a maximum of 60 days; and Exemplary Attendance days may be sold in addition to local days, at the same rate. Payment shall be made in the employee's final paycheck. The employee's balance of local leave shall be reduced to zero upon payment.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

Exceptions. After the first Monday of March, requests for reimbursement of leave upon retirement shall be considered by the Superintendent only for reasons due to personal illness of the employee or spouse. If an employee is determined to not be eligible for the reimbursement at that time, the employee shall have the option to withdraw the resignation.

If the death of an employee occurs after the employee becomes eligible for participation in this plan, payment shall be made to the beneficiary listed on the employee's life insurance policy provided by the District. If a beneficiary is not named, payment shall be made to the designated representative of the employee’s estate.

Holidays

Irving ISD provides twelve and eleven month regular full-time Facilities, Grounds, Operations, Security, Warehouse and Science Center employees with 8 regular plus 2 floating holidays as scheduled by the Superintendent or his designee. Employees who are still in their 30-day probationary period are not eligible for holiday pay. At the completion of the 30-day evaluation period, employees are eligible for fixed holiday pay only. All holidays must be taken in full-day increments. The Security and Operations division, because of the nature of their work, follow different guidelines for the use of holidays. Questions from security or operations employees should be directed to the Department Director.

- Two of the ten holidays will be designated as floating holidays.
- New employees must wait 6 months following the date of placement as a regular employee (not a substitute) before taking floating holidays.

Use of paid holidays will be according to procedures developed by Department Directors and in keeping with the differing staffing needs of the various departments.

In order to receive holiday pay, an employee must have been paid for the day immediately before and the day immediately following the holiday. The pay can be for regular pay, sick leave pay,
vacation pay, or pay received from the Sick Leave Bank. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Paid holiday and floating holiday hours count toward the computation of overtime.

Other Benefit Programs

A list of other voluntary benefit programs is available on the District’s website.
Leaves and Absences

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Benefits Office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Use of Leave. Leave is available for the employee's use in accordance with Board Policy DEC (LOCAL). However, state personal and local leave is earned at a rate of 5 state personal days and 5 (for 10-month employees), 6 (for 11-month employees), or 7 (for 12-month employees) local sick days posted on either July 1 for 12-month positions or September 1 for 10- or 11-month positions. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Leave must be used in four hour increments normally with one-third day units allowed under workers' compensation. However, if an employee is taking family and medical leave (FML), the leave can be recorded in one hour increments or less if incremental FML. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Sick
- State Personal
- Exemplary Attendance

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification.

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

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.
Continuation of Health Insurance. Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave. Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee’s unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Personal Leave

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

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

Discretionary. Leave taken at an employee’s discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor five days in advance of the anticipated absence. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

Guidelines for Use of Discretionary Personal Leave:
The use of discretionary personal leave is limited to a maximum of five (5) days per school year, with no more than three (3) days consecutive. Discretionary personal leave may not be used on:

- The day before or after designated holidays
- Professional/staff development or training days
- First or last day of school
- End of semester or year-end exams
- Standardized, state testing dates

Requests due to extenuating circumstances may be considered by the Superintendent or designee.

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

**State Sick Leave**

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

State sick leave may be used for the following reasons only:

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

**Local Leave**

The District provides additional sick leave beyond the state minimum leave program. Days accumulated or used under the state and local leave policy shall be accumulated and used as provided in Board Policy DEC (LOCAL). Please review DEC (LOCAL) for revisions effective June 2013.

An employee's entitlement to sick leave is unaffected by any concurrent eligibility for a leave of absence for temporary disability. The two types of leave are different, and each much be granted by its own terms.

In combination with state minimum personal leave, the District grants local sick leave sufficient to provide employees with one day of leave for each month of employment in a contract or work year, as follows:

- 10-month position – less than 202 workdays = 5 local days
- 11-month position – 202-224 workdays = 6 local days (includes 11-month custodians)
- 12-month position – more than 224 workdays = 7 local days

Local sick leave may be used for the same reasons as state sick leave. All personnel absent from duty because of any reason listed above shall be charged sick leave as used even if a substitute is not employed.

**Sick Leave Bank**

The board authorizes the establishment of a Sick Leave Bank with membership available to all full-time employees on a voluntary basis. The purpose of the Sick Leave Bank is to provide
income replacement for members that experience a catastrophic illness/injury that forces the member to exhaust all leave time earned and lose compensation from the District.

The superintendent or his designee(s) shall develop the administrative regulations concerning membership, contribution or usage of days, procedures for applying for sick leave days from the Bank, the methods for selection of the appeals committee of the Bank, the term of office for the appeal members, the duties and responsibilities of the appeals committee, and all other procedures and operations of the Bank as he may deem necessary for the Bank to function with regard to the Sick Leave Bank. Sick Leave Bank guidelines for membership and usage are found on the Compensation and Benefits page of the Human Resources Department website.

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

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

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

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

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

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

*The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition”.**
Benefits and Protections. During FML, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FML cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

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

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

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

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

Substitution of Paid Leave for Unpaid Leave. Employees may choose or employers may require use of accrued paid leave while taking FML. In order to use paid leave for FML, employees must comply with the district’s normal paid leave policies.

Employee Responsibilities. Employees must provide 30 days advance notice of the need to take FML-when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FML
was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

**Employer Responsibilities.** Covered employers must inform employees requesting leave whether they are eligible under the FMLA. If they are eligible, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FML and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FML, the employer must notify the employee.

**Unlawful Acts by Employers.** The FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right protected under the FMLA; discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

**Enforcement.** An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any Federal or State law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

_FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures._

For additional information:
www.wagehour.dol.gov

**Local Family and Medical Leave Provisions**

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

**Use of Paid Leave.** FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

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

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

District Contact. Employees that require FML or have questions should contact the Human
Resources Office for details on eligibility, requirements, and limitations.

Temporary Disability Leave

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

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

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

When an employee is ready to return to work, the Human Resources Office should be notified at
least 30 days in advance. The return-to-work notice must be accompanied by a physician’s
statement confirming that the employee is able to resume regular duties. Certified employees
returning from leave will be reinstated to the school to which they were previously assigned if an
appropriate position is available. If an appropriate position is not available, the employee may be
assigned to another campus, subject to the approval of the campus principal. If a position is not
available before the end of the school year, the employee will be reinstated to a position at the
original campus at the beginning of the following school year.

Workers’ Compensation Benefits

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

An employee receiving workers’ compensation wage benefits for a job-related illness or injury
may choose to use available, partial-day increments of sick leave or any other paid leave benefits
to make up the difference between wage benefits and pre-injury or -illness wages. While an
employee is receiving workers’ compensation wage benefits, the district will charge available
leave proportionately so that the employee receives an amount equal to the employee’s regular salary.

**Vacation**

Full-time employees in a 261-day position are eligible to earn and use vacation time as described in this policy. The amount of paid vacation time employees receive each year does not increase with the length of their employment.

Accrued vacation may be taken after the employee has been with IISD for 6 months. Vacation requests are done through their immediate supervisors and will be awarded based on District needs and staffing requirements.

Custodial operations employees should expect to take vacation during the months of June and July. Exceptions are approved by the Director of Facilities and Operations or the Director of Security.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

**Assault Leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person’s age or mental capacity renders the person non-responsible for purposes of criminal liability.

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

Employees seeking assault leave need to complete a request using form #909-001. Employees can check the Human Resources website for the complete process.

**Bereavement Leave**

Use of any combination of local sick leave, state sick leave, and/or state personal leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the District.
Jury Duty

County: Employees called for county jury duty shall receive their regular pay plus the per diem paid by the county provided the employee furnishes the business office a certificate of service, available from the bailiff in the central jury room, or some other proof of service. A copy of the check showing such payment is acceptable proof of service.

Federal: Employees called for federal jury duty shall receive their regular pay plus the per diem paid by the federal government provided the employee furnishes the business office with a certificate of attendance, available from the jury clerk, or some other proof of service. A copy of the check showing payment is acceptable proof of service.

Witness Duty: The District shall not discharge, discipline, or otherwise penalize an employee because the employee complies with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Art. 5207(c), V.A.T.S.

Records of Absence: Appropriate records describing the nature and length of absence shall be executed by employees upon their return to duty.

Other Court Appearances

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

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave for authorized training or duty orders. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the time specified by law to the Human Resources Office. In most cases, the length of federal military service cannot exceed five years.
Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Human Resources Office for details on eligibility, requirements, and limitations.

Job Abandonment

Irving ISD expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her supervisor in accordance with the sick leave policy and procedures within the department/campus. Employees who fail to report to work for three consecutive business days without notifying the District of the absence will be considered as having voluntarily resigned as a result of job abandonment.

If the employee is unable to contact the District for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee’s behalf. If the employee or a representative is unable to contact the District due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting the District within three days), the employee or his or her representative must contact the District as soon as practicable to explain the situation. In extreme circumstances, the District will consider the explanation and its timing before determining if the voluntary resignation will be upheld.
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, in the district newsletter, and through special events and activities.

District Communications

Throughout the school year, the Office of Communications publishes newsletters, brochures, flyers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

- ITK (In the Know) - Email sent to all Irving ISD employees designed to inform staff about news, announcements and helpful information.
- Insider - Weekly e-newsletter sent to Irving ISD employees, parents and community members.
- IMPACT - Magazine published twice a year; distributed to homes, businesses and schools throughout Irving.
- Education Notes - Weekly news tips distributed to local media.
- Board Action - Monthly newsletter posted online that summarizes action taken by the Board of Trustees at their regularly-scheduled meetings.

In addition, the Office of Communications maintains ISTV (Irving Schools Television), an online photo gallery and the social media presence for the district. These can be accessed at:

- ISTV - online at http://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.
- Photo Gallery - http://www.irvingisd.net/PhotoGallery/
- Social Media Outlets:
  - Facebook: www.facebook.com/IrvingSchools
  - Twitter: https://twitter.com/IrvingISD
  - YouTube: http://www.youtube.com/user/IrvingISD
  - Instagram: http://instagram.com/irvingisd#

Also, Irving ISD utilizes School Messenger, an automated calling system to communicate emergencies, school closings and other important announcements.

To connect with families, Irving ISD uses a communications application called LivingTree. LivingTree allows schools and teachers to connect with parents and students on a private, secure "social-like" network. More information is available at www.irvingisd.net/livingtree. Links to the district's communication tools are available online at the Communications Department’s website.
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 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 Reports to the Texas Education Agency 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

Statement of Purpose

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

**Professional 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 or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

   **Standard 1.13** The educator shall not 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.

3. Ethical Conduct toward Students

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

Standard 3.2  The educator shall not 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.

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

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student’s parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting Suspected Child Abuse, page 44 and Bullying, page 66 for additional information.

The district’s policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

Definitions

Abuse has the meaning assigned by Family Code 261.001 and includes any sexual conduct involving an educator and a student or minor.
Solicitation of a romantic relationship means deliberate or repeated acts that can be reasonably interpreted as soliciting a relationship characterized by an ardent emotional attachment or pattern of exclusivity. Acts that constitute the solicitation of a romantic relationship include:

1. Behavior, gestures, expressions, communications, or a pattern of communication with a student that is unrelated to the educator’s job duties and that may reasonably be interpreted as encouraging the student to form an ardent or exclusive emotional attachment to the educator, including statements of love, affection, or attraction. When evaluating whether communications constitute the solicitation of a romantic relationship, the following may be considered:
   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 to which the educator attempted to conceal the communications;
   f) If the educator claims to be counseling a student, TEA staff 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 law enforcement agencies; and
   g) Any other communications tending to show that the educator solicited a romantic relationship with a student.

2. Making inappropriate comments about a student's body.
3. Making sexually demeaning comments to a student.
5. Requesting details of a student's sexual history.
6. Requesting a date.
7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
8. Inappropriate hugging, kissing, or excessive touching.
9. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
10. Any other acts tending to show that the educator solicited an inappropriate and/or romantic relationship with the student. This includes providing the student with drugs or alcohol, chauffering a student in a personal vehicle, or meeting a student outside of an approved District event or activity.

Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See Policy FFH]

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Employees shall not engage in prohibited harassment including sexual harassment, of:

1. Other employees. [See Policy DIA]
2. Students. [See Policy FFH; see Policy FFG regarding child abuse and neglect]
While acting in the course of their employment, employees shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

**Reporting Suspected Child Abuse**

*Policies DG, DH, DHB, FFG, GRA*

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

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

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

Reports to Child Protective Services can be made at CPS Dallas at 214-951-7902, the Texas Abuse Hotline (800-252-5400 or [https://www.txabusehotline.org](https://www.txabusehotline.org)) or the Irving Police Department at 972-721-6800. 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 report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee’s failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators’ Code of Ethics.

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

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

**Sexual Abuse and Maltreatment of Children**

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 suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

**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.

**Technology Resources**

*Policy CQ*

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

- Imposes no tangible cost to the district.
- Does not unduly burden the district’s computer or network 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 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 Media**

*Policy DH*

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), 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 media also includes 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 media as they are for any other public conduct. If an employee’s use of electronic media interferes with the employee’s ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. 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 media for personal purposes shall observe the following:

- The employee may not set up or update the employee’s personal social network page(s) using the district’s computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, 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 Policy DH (EXHIBIT)]
- Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

**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](http://www.ftc.gov).

**Use of Electronic Media with Students**

*Policy DH*

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

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

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;

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*Irving ISD Employee Handbook*

Revised July 2016
• 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 media** includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), 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 media** also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

• **Communicate** means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a **communication**; however, the employee may be subject to district regulations on personal electronic communications. See **Personal Use of Electronic Media**, above. Unsolicited contact from a student through electronic means is not a **communication**.

• **Certified or licensed employee** means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes, but is not limited to, classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

• The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  o The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
  o The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
  o For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district e-mail address.

• The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity.)
• The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.

• The employee shall not communicate directly with any student between the hours of 9 p.m. and 8 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.

• The employee does not have a right to privacy with respect to communications with students and parents.

• The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
  o 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]
  o Copyright law [See Policy CY]
  o Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]

• Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.

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

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

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, 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, but is not limited to, the following:

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

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

**Alcohol and Drug-Abuse Prevention**

*Policies DH, DI*

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

Employees who violate 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).

**Tobacco Products and E-Cigarette Use**

*Policies DH, FNCD GKA*

State law and District policy prohibit smoking, using tobacco products or e-cigarettes, including mechanical, electronic, or imitation devices designed to simulate cigarettes or cigars regardless of the substance contained therein, 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.

Any person in possession of a burning tobacco product or who smokes tobacco in or on District property shall be subject to prosecution of an offense punishable by a fine of not more than $500.

**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 organizations’ operations and fund-raisers.

Each individual booster club is to be regulated by its guidelines as an independent non-profit organization and also 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

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 of 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. 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 District’s administration may, with Board approval, dispose of property that is no longer necessary. District personal property may be disposed of when the property becomes obsolete, irreparable, or of no use to the District.

The Director of Purchasing is responsible for the disposal of any equipment or materials so designated. 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 District’s Board of Trustees, 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 or favors that could influence, or be construed to influence, the employee’s discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

**Copyrighted Materials**
*Policy CY*
Employees are expected to comply with the provisions of federal copyright law 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. Duplications are to be used in the classroom for educational 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.

**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.

**Safety**

*Policy CK series*

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

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.
Employees with questions or concerns relating to safety programs and issues can contact the Assistant Superintendent of Support Services or the Human Resources Office.

Possession of Firearms and Weapons
Policies FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, 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. 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, Security 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 shall immediately escort him or her to the building office or contact the administrator in charge.

District employees are not allowed to bring family members to the workplace during normal working hours. Exceptions are minors who are enrolled as students with the District, officially sponsored District programmatic activities for non-students or minor children with appropriate adult supervision and brief visits (e.g., an employee brings his/her child, grandchild or other minor relative in to introduce that child to co-workers) provided the employee supervises the child(ren) at all times during the visit. All visitations should be coordinated and approved by the employee’s supervisor while taking child and student safety into consideration.

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 Assistant Superintendent of Support 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 chemical 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 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 electric 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 us. What we wear reflects on the District, just as much as the District and its image in the community reflects on us. The District has a standardized dress code for all students at all campuses.

General Guidelines:
- For women – suits, skirts, slacks, capri-length slacks, sleeved or sleeveless 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.
- Employees are required to wear photo ID badges at all times.
- Principal has ultimate discretion as to what is appropriate for the campus.

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

Bad Weather Closing

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 maybe 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 his 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 his designee will notify all IISD parents and staff using 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 his 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.a. The latest delayed starting time that will be considered by the District is 10:00 a.m.

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

**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 accounting software that prevent the production of a purchase order, the Superintendent or their 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 purchase supplies or equipment for personal use through the district’s business office. 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. Contact the Office of Human Resources for changes in beneficiaries for TRS and insurance companies.

Personnel Records

*Policy DBA, GBA*

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

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

The choice to not allow public access to this information 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 will be released to the public.

Building Use

*Policies DGA, GKD*

Employees who wish to use district facilities after school hours must follow established procedures. The Assistant Superintendent for Support Services is responsible for scheduling the use of facilities after school hours. Contact the Operations and Special Events Manager to request to use school facilities and to obtain information on the fees charged.
Termination of Employment

Resignations

Policy DFE

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received 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. Contract employees may resign at any other time only with the approval of the Superintendent or the Board of Trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The Superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in Reports to the Texas Education Agency on page 61.

Noncontract Employees. Noncontract 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.

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 DFAA, DFAB, DFBA, DFBB, DFD, DFF, DFFA, DFFB, DFFC

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be non-renewed 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. 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 on line.

Dismissal of Noncontract Employees

Policy DCD
Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See Complaints and Grievances, page 38.)

Exit Interviews and Procedures
*Policies DC and CY*

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
*Policy DF, DHB*

The dismissal of a certified employee must be reported to the Division of Investigations at TEA whenever the termination is based on 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 Superintendent is also required to notify TEA when a certified employee resigns and there is evidence the educator engaged in the conduct listed above.

The reporting requirements above are in addition to the Superintendent’s ongoing duty to notify TEA when a certified employee has a reported criminal history. “Reported criminal history” means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).
Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §§8.210, 158.211). Notice of the following must be sent to the court and support recipient:

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

Equal Educational Opportunities
Policies FB, FFH

Irving ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to the Division Director of Student Support Services.

Student Records
Policy FL

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

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

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

Original work created by IISD students will require written permission (Student Directory Information Form Release of Directory Information for School-Sponsored Purposes) from the student (and the student's parent if the student is a minor) to be posted on a District website or to be transmitted via any District television or radio transmission. Classroom assignments are exempted from this requirement according to TEC Section 26.009, but 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 if they are dissatisfied with a principal’s response.

Administering Medication to Students
Policy FFAC

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

Dietary Supplements
Policies DH, FFAC

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

Psychotropic Drugs
Policy FFAC

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

District employees are prohibited by state law from doing the following:
• Recommending that a student use a psychotropic drug
• Suggesting a particular diagnosis
• Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

**Student Conduct and Discipline**

*Policies in the FN series and FO series*

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management 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. Student handbooks are accessible online.

**Student Attendance**

*Policy FEB*

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

**Bullying**

*Policy FFI*

All employees are required to report student complaints of bullying to the immediate 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.
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