



2013-2014

Denton ISD Employee Handbook

Empowering lifelong learners to be engaged citizens who positively impact their local and global community.

Table of Contents

LETTER FROM SUPERINTENDENT	6
INTRODUCTION / DISCLAIMER	7
EMPLOYEE HANDBOOK RECEIPT	7
ELECTRONIC EMPLOYEE HANDBOOK ACCESS	7
DISTRICT INFORMATION	8
DESCRIPTION OF DENTON ISD	8
ADMINISTRATION CONTACTS	8
<i>Superintendent Office</i>	8
<i>Assistant Superintendent of Academic Programs</i>	8
<i>Assistant Superintendent of Administrative Services</i>	8
<i>Assistant Superintendent of Human Resources</i>	9
<i>Assistant Superintendent of Curriculum & Instruction & Staff Development</i>	9
<i>Technology Information Officer</i>	9
ADMINISTRATOR’S MEETING	9
BOARD OF TRUSTEES – POLICIES BA, BB SERIES, BD SERIES, BE SERIES	9
BOARD MEETING SCHEDULE 2013-14	10
CALENDAR 2013-14	10
CAMPUS LEADERSHIP TEAMS – POLICY BQB	10
CAMPUSES AND GRADE-LEVEL CONFIGURATION	10
CENTRAL SERVICES ORGANIZATION	10
COMMITTEE ORGANIZATION	11
DEPARTMENT CHAIRPERSONS, TEAM LEADERS, GRADE-LEVEL LEADERS	11
EDUCATIONAL IMPROVEMENT COUNCIL – POLICIES BQA	11
SUPERINTENDENT’S CABINET	11
TEACHER COMMUNICATION COMMITTEE (TCC)	11
STAFF RESPONSIBILITIES	12
ABSENCE REPORTING	12
CELLULAR PHONE USE GUIDELINES ON CAMPUS	12
CELLULAR PHONES FEDERAL LAWS – DRIVING TEXT MESSAGING AND EMAILS PROHIBITED	12
CRISIS / EMERGENCY MANAGEMENT	12
EMPLOYEE ACCESS CENTER (EAC)	13
FACULTY AND OTHER MEETINGS	13
FIRE DRILL AND SAFETY PROCEDURES	13
PURCHASING	13
RESEARCH PROJECTS	13
USE OF SCHOOL EQUIPMENT, ETC.	13
EMPLOYMENT	13
BACKGROUND AND FINGERPRINTING INFORMATION	13
CERTIFICATION AND LICENSES – POLICY DBA	14
CONTRACT AND NON-CONTRACT EMPLOYMENT – POLICY DC	14
<i>Probationary Contracts</i>	14
<i>Term Contracts</i>	14
<i>Non-Certified Professional and Administrative Employees</i>	14
<i>Paraprofessional and Auxiliary Employees – Policy DCD</i>	15
EMPLOYMENT AFTER RETIREMENT – POLICY DC	15
EMPLOYEE INVOLVEMENT – POLICIES BQA, BQB	15

EQUAL EMPLOYMENT OPPORTUNITY – POLICIES DAA, DIA	15
HEALTH SAFETY TRAINING – POLICIES DBA, DMA	15
JOB VACANCY ANNOUNCEMENTS – POLICY DC	15
NOTIFICATION TO PARENTS REGARDING QUALIFICATIONS – POLICIES DK, DBA	16
OUTSIDE EMPLOYMENT AND TUTORING – POLICY DBD	16
PERFORMANCE EVALUATION – POLICY DN SERIES	16
REASSIGNMENTS AND TRANSFERS – POLICY DK	16
REASSIGNMENT GUIDELINES	17
<i>Eligibility</i>	17
<i>Posting of Positions</i>	17
<i>Selection Procedure</i>	17
<i>Criteria For Assignment</i>	17
<i>Reassignment by Administrative Initiative</i>	18
<i>Follow-up Notification</i>	18
SEARCHES AND ALCOHOL AND DRUG TESTING – POLICY DHE	18
STAFF DEVELOPMENT – POLICY DMA	19
<i>Advisory Committee</i>	19
TRANSFER GUIDELINES	19
<i>Requirements - Employees Desiring to Transfer</i>	19
WORKLOAD AND WORK SCHEDULES – POLICIES DEA, DL	19
<i>Professional Employees</i>	19
<i>Classroom Teachers Will Have Planning Periods For Instructional Preparation, Including Conferences</i>	20
<i>Paraprofessional and Auxiliary Employees</i>	20
COMPENSATION & BENEFITS	20
ANNUALIZED COMPENSATION – POLICY DEA	20
ATTENDANCE INCENTIVE	20
AUTOMATIC PAYROLL DEPOSIT	20
CAFETERIA PLAN BENEFITS (SECTION 125)	20
INSURANCE - HEALTH, DENTAL, AND LIFE – POLICY CRD	21
OTHER BENEFITS PROGRAMS	21
OVERTIME COMPENSATION – POLICY DEA	21
<i>Overtime Justification</i>	22
<i>Overtime Compensation Methods</i>	22
PAYROLL DEDUCTIONS - POLICY CFEA	22
SALARIES, WAGES, AND STIPENDS – POLICIES DEA, DEAA	23
SAVINGS PLANS (403B)	23
SUPPLEMENTAL INSURANCE BENEFITS – POLICY CRD	23
TEACHER RETIREMENT – POLICY DEG	23
TRAVEL EXPENSE REIMBURSEMENT – POLICY DEE	24
UNEMPLOYMENT COMPENSATION INSURANCE – POLICY CRF	24
WORKERS’ COMPENSATION BENEFITS	24
WORKERS’ COMPENSATION INSURANCE – POLICY CRE	25
LEAVES AND ABSENCES POLICIES DEC, DECA, DECB	25
ASSAULT LEAVE – DUE TO ASSAULT WHILE ON DUTY	25
<i>Assault Leave Not Eligible for Psychological Conditions</i>	26
<i>Assault Leave Benefits Payment Method</i>	26
BEREAVEMENT (FUNERAL) LEAVE	26
DISCRETIONARY	26
DEFINITION OF IMMEDIATE FAMILY	26
FAMILY AND MEDICAL LEAVE (FML)—GENERAL PROVISIONS	27
<i>Eligibility</i>	27
<i>Military Family Leave Entitlements</i>	27
<i>Continuation of Benefits and Job Restoration</i>	27
<i>Use of Paid Leave</i>	28

<i>Intermittent Leave</i>	28
<i>Requests for FML</i>	28
JURY DUTY.....	28
LOCAL FAMILY AND MEDICAL LEAVE PROVISIONS.....	28
NONDISCRETIONARY LEAVE.....	29
OTHER COURT APPEARANCES.....	29
PERSONAL LEAVE.....	30
SICK BANK LEAVE.....	30
<i>Purpose of Sick Leave Bank</i>	30
<i>Definitions Related to Sick Leave Bank</i>	30
<i>Eligibility for Initial Enrollment in the Sick Leave Bank</i>	30
<i>Procedures for Joining the Sick Leave Bank</i>	30
<i>Regulations Concerning Contribution of Days to Sick Leave Bank</i>	31
<i>Regulations for Granting Days from the Sick Leave Bank</i>	31
<i>How to Apply for Days for the Sick Leave Bank</i>	32
<i>Governance Committee Sick Leave Bank</i>	32
STATE SICK LEAVE (EARNED PRIOR TO 1995).....	32
TEMPORARY DISABILITY LEAVE.....	32
<i>Certified employees</i>	32
USE OF LEAVE.....	34
MILITARY LEAVE.....	35
<i>Paid Leave For Military Service</i>	35
<i>Continuation Of Health Insurance</i>	36
WORKERS COMPENSATION BENEFITS.....	36
<i>Return to Work Certificates</i>	36
EMPLOYEE RELATIONS AND COMMUNICATIONS.....	37
DISTRICT COMMUNICATIONS.....	37
EMPLOYEE RECOGNITION AND APPRECIATION.....	37
COMPLAINTS AND GRIEVANCES POLICIES DBGA & DNA.....	37
EMPLOYEE CONDUCT AND WELFARE.....	37
ACCIDENT REPORTING.....	37
ALCOHOL AND DRUG-ABUSE PREVENTION.....	38
ASBESTOS MANAGEMENT PLAN.....	38
ASSOCIATIONS AND POLITICAL ACTIVITIES – POLICY DGA.....	38
CHARITABLE CONTRIBUTIONS.....	38
CHILD ABUSE REPORT/SUSPECTED– POLICIES BQ, DF, DG, DH, FFG, GRA *TASB REQUIRED NOTIFICATION*.....	38
CHILD SEXUAL ABUSE.....	39
CONFLICT OF INTEREST – POLICY DBD.....	39
COPYRIGHTED MATERIALS – POLICY EFE.....	39
CRIMINAL HISTORY BACKGROUND CHECKS – POLICY DBAA.....	40
DISCRIMINATION, HARASSMENT, AND RETALIATION – POLICIES DH, DIA *TASB REQUIRED NOTIFICATION*.....	40
DRUG ABUSE PREVENTION – POLICIES DH, DI *TASB REQUIRED NOTIFICATION*.....	40
DRUG-FREE WORKPLACE, DI *TASB REQUIRED NOTIFICATION*.....	40
EARLY MENTAL HEALTH INTERVENTION AND SUICIDE PREVENTION, FFB *TASB REQUIRED NOTIFICATION*.....	41
EMPLOYEE ARRESTS AND CONVICTIONS – POLICY DH.....	41
<i>Offense Employee Self-Reporting</i>	41
FRAUD AND FINANCIAL IMPROPRIETY – POLICY CAA.....	41
GIFTS AND FAVORS – POLICY DBD.....	42
HARASSMENT OF STUDENTS – POLICIES DH, FFG, FFH *TASB REQUIRED NOTIFICATION*.....	42
MANDATORY TRAINING – POLICIES DHB, DHC, FNCJ, FNCL *TASB REQUIRED NOTIFICATION*.....	42
PEST CONTROL TREATMENT.....	42
POSSESSION OF FIREARMS AND WEAPONS – POLICIES FNCG, GKA.....	42
SAFETY – POLICY CK SERIES.....	43

SEXUAL ABUSE AND MALTREATMENT OF CHILDREN	43
STANDARDS OF CONDUCT – POLICY DH	43
TECHNOLOGY AND COPYRIGHT - STAFF ACCEPTABLE USE POLICY (AUP) – CQ.....	44
<i>Overview - The Use of Computers, the Internet, and Electronic Mail</i>	44
<i>Acceptable Use Guidelines - Technology</i>	44
<i>Bring Your Own Device - Technology</i>	44
<i>Email Prohibited Uses - Technology</i>	45
<i>Monitored Use (Not Confidential) - Technology</i>	45
<i>Posting Practices – District & Campus Websites - Technology</i>	45
<i>Posting Policies – Student Work, Pictures, Videos, Student Name - Technology</i>	46
<i>Social Media Use with Students - Technology</i>	46
<i>Staff Expectations - Technology</i>	46
<i>Copyright - Classroom</i>	47
<i>Copyright - Disclaimer of Liability</i>	47
<i>Copyright - Examples of Inappropriate Use</i>	47
<i>Copyright - What Can Educators Do?</i>	47
<i>Copyright - What Can't Educators Do</i>	48
TOBACCO USE – POLICIES DH, GKA, FNCD	48
VISITORS IN THE WORKPLACE – POLICY GKC	48
GENERAL PROCEDURES	49
BAD WEATHER/EMERGENCY CLOSING	49
BUILDING USE / FACILITY RENTAL – POLICY GKD	49
EMERGENCIES – POLICY CKC.....	49
NAME AND ADDRESS CHANGES.....	49
PERSONNEL RECORDS – POLICY GBA.....	50
PURCHASING PROCEDURES – POLICY CH	50
REQUIRED RETURN DISTRICT PROPERTY & BUILDING CLEARANCE REVOKED.....	50
TERMINATION OF EMPLOYMENT	51
DISMISSAL OR NON-RENEWAL OF CONTRACT EMPLOYEES – POLICES DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF	51
DISMISSAL OF NON-CONTRACT EMPLOYEES – POLICY DCD.....	51
EXIT INTERVIEWS AND PROCEDURES – POLICY DC	51
REPORTS - CONCERNING COURT-ORDERED WITHHOLDING – POLICY DF.....	51
REPORTS - TEXAS EDUCATION AGENCY – POLICY DF	52
RESIGNATIONS – POLICY DFE	52
STUDENT ISSUES.....	52
ADMINISTERING MEDICATION (STUDENTS)	52
<i>Medicine - Elementary</i>	53
<i>Medicine - Secondary</i>	54
<i>Medicine - Middle School Specific</i>	54
<i>Medicine – High School Specific</i>	54
ATTENDANCE (STUDENTS).....	54
BULLYING (STUDENTS), POLICY FFH, FFI *TASB REQUIRED NOTIFICATION*	55
CONDUCT AND DISCIPLINE (STUDENTS) POLICIES FN SERIES, FO SERIES.....	55
DIETARY SUPPLEMENTS (STUDENTS)	55
EQUAL EDUCATIONAL OPPORTUNITIES (STUDENTS) – POLICIES FB, FFH.....	55
HAZING (STUDENTS), POLICY FNC.....	55
PARENT AND STUDENT COMPLAINTS – POLICY FNG	56
PSYCHOTROPIC DRUGS (STUDENTS), POLICY FFAC (LEGAL).....	56
RECORDS (STUDENTS) – POLICY FL.....	56



Dr. James K. Wilson, Superintendent

1307 N. Locust St.

Denton, Texas 76201

Dear Denton ISD Team Member:

During the 2012-13 school year, our Education Improvement Council (EIC) worked tirelessly to develop a new mission statement and logo to better represent the work we do each and every day. Denton ISD is “Empowering lifelong learners to be engaged citizens who positively impact their local and global community”. This mission statement captures the essence of our work. In order to accomplish our mission, we must set high expectations and communicate those expectations effectively. Our district employee handbook provides a framework for professional policies and practices as specified in our Board Policy, which is available to you electronically or hard copy.

As we begin the 2013-14 school year, we all experience many challenges as a result of district growth, legislative changes, and improvements in technology. It is important to acknowledge there is no list of protocols and procedures which can encompass all aspects of our programs, services and operations. As such it is important we remain cognizant of our professional obligation to engage our professional judgment in making ethical decisions and communicating effectively as we serve the students of our community.

Should you have questions about any phase of our district operation, please seek further clarification from your supervisor or a member of the central office team. With the goal of continuous improvement, we would also encourage you to share any suggestions and/or comments related to our district employee handbook, so we might continue to improve our district policy, practice, programs, and services.

It is an honor to serve as your superintendent in this growing, thriving community. It is incumbent upon each of us to ensure our students reach their maximum potential. After all, they are our future, and we are theirs.

Best regards,

A handwritten signature in black ink that reads 'J.K. Wilson'. The signature is written in a cursive, flowing style.

Dr. James K. Wilson, III

Introduction / Disclaimer

Note: In the event of a discrepancy between any information contained in our online Employee Handbook or Board Policies, Board Policy will govern.

This handbook is intended to serve as a “guide” for information concerning the policies of Denton ISD. The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against the school district. Further, the contents of this handbook apply to all employees of the district, as the contents now appear in the handbook or may be amended in the future.

The Board Policy Manual, available on each campus, and online at <http://pol.tasb.org/Home/Index/383>, contains further details about district operations. **Policies, regulations, and handbook information can be modified by the Denton ISD Board of Trustees and/or the Superintendent or his designee at any time without notice or a written revision of this handbook.** For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office.

It is the policy of the Denton ISD not to discriminate on the basis of race, color, religion, gender, national origin, age, disability, or in its educational programs, and/or activities including career and technical education and employment practices.

Inquiries/complaints concerning the application of Title IX and its implementing regulations may be referred to the District’s Title IX Coordinator, Dr. Richard Valenta or the Office of Civil Rights.

Employee Handbook Receipt

Employees will be required to view/sign the handbook via the Safe Schools website as part of the district training program.

Electronic Employee Handbook Access

A copy of the handbook is available online in the Human Resources Department section of the Denton ISD website which can be accessed by employees on a 24-hour, seven days a week basis from a district or personal computer.

For those employees who do not have a computer, paper copies will be available for “check out” at the campus and building offices and libraries for reading convenience. Employees may make paper copies if they believe it is needed using their personal computer.

The information in this handbook is subject to change. Please understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this booklet. The most current changes will be posted as soon as possible.

Employees have an obligation to update personal information in the Employee Access Center (EAC) and inform their supervisor or department head of any changes regarding name, address, phone number, etc.

District Information

Description of Denton ISD

The Denton Independent School District has been committed to providing a quality education since it was founded in 1882. The district – located about 25 miles north of Dallas and Fort Worth - encompasses 180 square miles and contains all or parts of 16 cities, communities or major developments.

Denton ISD includes three comprehensive high schools, six middle schools, 21 elementary schools, two early childhood centers, an alternative high school, an advanced technology complex and other specialized schools and centers. Bettye Myers Middle School is scheduled to open for the 2013-14 school year as the district's seventh middle school.

Cities, Communities & Major Developments in Denton ISD							
Argyle	Bartonville	Copper Canyon	Corinth	Cross Oak Ranch	Cross Roads	Denton	Double Oak
Lantana	Oak Point	Paloma Creek	Pecan Creek	Providence	Robson Ranch	Savannah	Shady Shores

Administration Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

Superintendent Office

- Assistant Superintendent of Academic Programs
- Assistant Superintendent of Administrative Services
- Assistant Superintendent of Human Resources
- Assistant Superintendent of Curriculum & Instruction & Staff Development
- Technology Information Officer
- Executive Director of Operations
- Director of Communications & Community Relations
- Director of Transportation

Assistant Superintendent of Academic Programs

- Executive Director for Secondary Academic Programs
- Executive Director for Elementary Academic Programs
- Director of Adult/Community Education
- Director of Athletics
- Director of Fine Arts
- Director of Guidance and Counseling
- Director of Health Services
- Director of Student Support Services

Assistant Superintendent of Administrative Services

- Director of Child Nutrition

Assistant Superintendent of Human Resources

- Executive Director of Human Resources
- Director of Professional Personnel - Elementary
- Director Human Resources Specialist and Classified Personnel

Assistant Superintendent of Curriculum & Instruction & Staff Development

- Executive Director of Special Education
- Director of Federal Programs & Grants
- Director of Elementary Curriculum
- Director of Secondary Curriculum
- Director of Bilingual/ESL Education

Technology Information Officer

- Director of Network Services
- Director of Instructional Technology
- Director of Data Processing

Administrator’s Meeting

The principals of all the district campuses, the Superintendent, and other staff also meet on a regular basis. Agenda topics for each meeting are submitted by individual principals and school district division heads. These council meetings facilitate communication among the school district’s campuses and its major divisions. This avenue also formalizes opportunities to conduct the business affecting the operation of the Denton ISD campuses on a scheduled and regular basis.

Board of Trustees – Policies BA, BB series, BD series, BE series

Texas law grants the Board of Trustees the power to govern and oversee the management of the district’s schools. The Board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The Board has complete and final control over school matters within limits established by state and federal law and regulations.

The Board of Trustees is elected by the citizens of the district to represent the community’s commitment to a strong educational program for the district’s children. Trustees are elected annually and serve three year rotating terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

						
Mr. Charles Stafford President	Glenna G. Harris, M.D. Vice President	Dr. Rudy Rodriguez – Secretary	Ms. Barbara Burns	Ms. Mia Price	Dr. Jeanetta Smith	Dr. Jim Alexander

The Board usually meets the second Tuesday of the month with the fourth Tuesday held as a reserve meeting date if needed. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the District website and at the Denton ISD Central Services Building, 1307 N. Locust at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employees.

Board Meeting Schedule 2013-14

2013						2014					
July 30	Aug 13 & 27	Sept 10 & 24	Oct 8 & 22	Nov 12	Dec 10	Jan 21	Feb 11 & 25	Mar 25	Apr 22	May 13 & 27	June 10 & 24

Calendar 2013-14

The 2013-14 school calendars are available on the District website in English and Spanish at the following link <http://www.dentonisd.org/cms/lib/TX21000245/Centricity/Shared//2013-2014/2013-2014SchoolCalendar.pdf>

Campus Leadership Teams – Policy BQB

Campus Leadership Teams have been established on each campus to support the principal in developing a Campus Improvement Plan. This plan shall be formulated annually in accordance with a schedule established by the district, shall support the district’s educational goals and objectives, and shall be specific to the academic achievement of students served by the campus. Each team serves exclusively in an advisory role and is chaired by the principal. In addition to the principal, each team consists of parents, business and community members, and campus and central-based staff.

Campuses and Grade-Level Configuration

The school district currently operates two early childhood centers, 21 elementary campuses, six middle schools, three comprehensive high schools, one alternative high school, an Advanced Technology Complex (ATC), the Davis School, and Joe Dale Sparks campus while serving approximately 22,000+ students. The current grade configuration is to operate PK–5 elementary schools, 6–8 middle schools, and 9–12 high schools. A complete listing of campus locations and phone numbers and Denton ISD Facilities Map are included in the Appendix, pages A-1 and A-2.

Central Services Organization

The Central Services Offices are located in a seven building complex on Elm and Locust streets. The Superintendent’s Office, Elementary and Secondary Academic Programs, Administrative Services, Community Relations, the Denton Public Schools Foundation, and Human Resources are located at 1307 N. Locust Street. Technology and Information Services is located at 1212 N. Elm. Purchasing, Publications, and Library/Media Services are located at 1213 N. Locust. Adult and Community Education are located at 1215 N. Elm. The Insurance Office is located at 1315 Bolivar. The district’s Elementary and Secondary Curriculum and Bilingual/ESL Departments are located in the Professional Development Center (PDC) at 1212 Bolivar.

Committee Organization

The district currently has several decision-making and organizational structures that operate on a standing basis with specific roles and responsibilities. Included in the organization are the following:

Educational Improvement Council, (EIC), Superintendent’s Cabinet, Administrator’s Meeting, Campus Leadership Teams, Department Chairs, etc. and Teacher Communication Committee (TCC).

Department Chairpersons, Team Leaders, Grade-Level Leaders

Key teachers are appointed annually by campus principals to serve as chairpersons of subject area departments, academic teams (middle school), grade levels, and special areas (e. g., technology). These teacher-leaders work directly with the principal to address campus issues and concerns in curriculum, instruction, campus operations, and staff development. Chairpersons often serve as contact persons for communications and as the principal’s liaisons to the Curriculum Department. The department chairs at each high school for the core content areas of ELA, Math, Science, Social Studies, and World Languages will form the Denton ISD Academic Leadership Team (ALT). They will meet with the Curriculum and Staff Development Department on a regular basis.

Educational Improvement Council – Policies BQA

The development of the Educational Improvement Council complies with Senate Bill 1 legislation which provides for building-level participation in establishing and reviewing the district’s educational goals, objectives, and major district-wide classroom instructional programs. By law, this committee will involve the professional staff of the district, parents, community, and business members. At least two-thirds of the elected professional staff representatives must be classroom teachers. The remaining staff representatives shall include both campus and district-level professional staff members. The Educational Improvement Council will meet on a scheduled basis.

Superintendent’s Cabinet

The Superintendent’s Cabinet functions primarily to plan and coordinate the activities of the district, particularly as related to Central Services staff. The goals of the Cabinet are to coordinate multiple projects, facilitate effective short and long-range planning, and to identify and resolve problems in a timely manner. The Cabinet is comprised of the Superintendent, Assistant Superintendent for Academic Programs, Assistant Superintendent for Curriculum, Instruction and Staff Development, Assistant Superintendent of Administrative Services, Assistant Superintendent of Human Resources, Executive Director of Elementary Academic Programs, Executive Director of Secondary Academic Programs, Executive Director of Operations, Technology Information Officer, Administrative Assistant, Director of Communications, Director of Transportation, other staff members as needed, and principals on a rotating basis. Cabinet meetings are open to Director level personnel and above. Meetings are conducted weekly to discuss items related to forthcoming Board meetings and workshops, major district projects or initiatives, and budget and staff considerations. Relevant matters discussed in the Cabinet meeting are respectively communicated to building principals, departmental administrators, and assistants.

Teacher Communication Committee (TCC)

The Teacher Communication Committee, established by district policy, is composed of elected representatives from each school who communicate with the administration and Board of Trustees about wages, salaries, economic benefits, and work conditions. This committee also determines the “Teacher of the Year” nominees. The Committee elects a chairperson and holds regular meetings throughout the year. Consult your campus representative for more details.

Staff Responsibilities

Absence Reporting

All professional, paraprofessional and hourly employees are required to report their absences through the district substitute calling system (AESOP). This automated system will contact substitute teachers and other substitute personnel to fill vacancies. AESOP will record personal information for employees on the automated phone system at 1-800-942-3767. Absences can be reported 24 hours a day. AESOP offers both phone and web services. Specific instructions for using the system are available online at www.aesoponline.com.

Teachers shall maintain a master plan and schedule at their desks in the event that there is not time to prepare detailed plans for the substitute. This should include general directions, student rosters, rules (including emergency drill procedures), and suggested activities. Substitutes needed for elementary or middle school for one-half day in the afternoon shall report to work at 11:30 a.m. At high school level, one-half day substitutes will report by the beginning of the third block.

Cellular Phone Use Guidelines on Campus

The following shall apply to the use of cellular phones in school buildings:

- Teachers may use cellular phones for business calls, including parent contacts, only during planning periods and other off-duty times during the instructional day
- Personal calls may not be made or received during class periods. Cellular phones shall remain “off” during instructional time

Cellular Phones Federal Laws – Driving Text Messaging and Emails Prohibited

The following shall apply to the use of cellular phones or texting while driving in the Conduct of District Business:

- It is the intent of Denton ISD to comply with all Federal and State Laws and regulations, as well as all Executive Orders (EO) issued that affect the conduct of the district’s business
- Executive Order 13513 signed by President Obama on October 1, 2009 prohibits employees traveling with Federal funds from sending or receiving text messages, or checking email while driving. The United States Department of Education has stressed that this rule applies to grantees and sub-grantees of Federal funds
- Since TEA, and Denton ISD, are funded significantly by Federal Funds, TEA or school district employees in any travel status while conducting state business must be in compliance with this Executive Order
- Denton ISD employees are encouraged to refrain from initiating or receiving cell phones calls while driving on District business

Crisis / Emergency Management

The “Crisis Management Manual” is available at all campuses and work locations. All faculty and staff are encouraged to review the entire contents of their campus copy. This manual is reviewed and revised annually.

Employee Access Center (EAC)

The Employee Access Center (EAC) is a new DISD Intranet feature that allows employees to personally access and review all their pertinent information. In addition, **employees are required to update** their address and phone number.

Employees are encouraged to take advantage of this paperless system to monitor and review their personal information. Once logged into the Staff page of the Denton ISD website, the link to EAC is under Staff Quick Links, then EAC: Employee Access Center.

Faculty and Other Meetings

All teachers are required to attend meetings called by principals and administrators. (Exceptions must be cleared with the building principal.) These include curriculum meetings and PTA meetings, as well as faculty meetings, which will be scheduled for the second and fourth Thursdays of each month. The second meeting is at the option of the principal and staff, but must remain scheduled. Joint planning by principal and staff is encouraged. Every attempt will be made to keep the number and length of these meetings to a productive minimum. (See your building principal for a calendar of scheduled meetings.)

Fire Drill and Safety Procedures

Principals and building supervisors will provide directions for fire and emergency procedures within their buildings. All personnel should follow these directions explicitly. An employee's safety and health is primarily the responsibility of the individual employee. Employees must carry out their daily job tasks in a manner attentive to their surroundings and working conditions. Any situation which creates an unsafe act or an unsafe condition must be reported to the supervisor immediately for correction.

Purchasing

Teachers and staff members may not order or purchase supplies or equipment directly from suppliers. Requests for all items must be made through the building principal or appropriate supervisor and only on the on-line purchase order system. Employees are personally responsible for unauthorized purchases. All staff members are encouraged to review the Administrative Services Procedures Manual for timelines and process.

Research Projects

The Superintendent must approve all research projects conducted in Denton ISD, whether conducted by district staff or individuals outside the district.

Use of School Equipment, Etc.

Employees and other individuals may not use school equipment/facilities for personal use except as provided for in policy. The school district will not be responsible for any personal supplies or equipment that an employee furnishes for use at campus or departmental locations.

Employment

Background and Fingerprinting Information

Denton ISD is required by state law and the Texas Education Code Section 22.083, to conduct pre-employment criminal background investigations, including submission of fingerprints to the Department of Public Safety and

Federal agencies, for each applicant that is being considered for employment, as student teachers, student observers, volunteers and any other party deemed necessary.

Current employees are required to report any arrest or charge by authorities within three days of occurrence to their supervisor for review by the Assistant Superintendent of Human Resources, using the district's Offense Self-Reporting form, which can be found on page 90.

Certification and Licenses – Policy DBA

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 Human Resources in a timely manner.

All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year must file with the Superintendent:

1. An official college transcript showing the highest degree earned and date conferred.
2. Proof of the certificate or endorsement.

Contract and Non-Contract Employment – Policy DC

State law requires the district to employ all full-time professional employees in positions requiring a certificate from 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 non-renewal 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 at least a two-year lapse in district employment also may 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 unclear whether a term or continuing contract should be given.

Term Contracts

Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. Teachers employed before November 1, 1981 are employed by continuing contract. 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 on line or copies will be provided upon request.

Non-Certified Professional and Administrative Employees

Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by a contract, length determined by the Superintendent that is not subject to the provisions for non-renewal or termination under the Texas Education Code.

Paraprofessional and Auxiliary Employees – Policy DCD

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.

Employment After Retirement – Policy DC

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 Web Site at www.trs.state.tx.us.

Denton ISD has elected to disallow employment of TRS retirees except as follows:

TRS retirees may be employed as substitutes for certified teachers only. The substitute assignment can only be for a regular position for a designated period when replacing a teacher due to an authorized absence. Retirees cannot be hired in an open position for which a full time teacher is being recruited or selected.

Employee Involvement – Policies BQA, BQB

At both the campus and district levels, Denton 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 appropriate campus principal.

Equal Employment Opportunity – Policies DAA, DIA

The Denton ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. 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 Assistant Superintendent of Human Resources at ext. 0043.

Health Safety Training – Policies DBA, DMA

Certain employees (Head Band Directors, Head Coaches, Chief Sponsors or Extra-Curricular Athletic Activities including Cheerleading) who are involved in physical activities for students must maintain and submit to the district proof of current certification in first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification to campus principal or director. Employees who direct or assist with extra-curricular athletic activities must complete the University Interscholastic League Safety Training in accordance with 19 TAC §76.1003.

Job Vacancy Announcements – Policy DC

Announcements of job vacancies are posted on-line on the Human Resources' Webpage and at the Job Applicant Center link.

Notification to Parents Regarding Qualifications – Policies DK, DBA

In schools receiving Title I funds, the district is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Texas law also requires that parents be notified if their child is assigned for more than 30 consecutive instruction days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals serving with an emergency permit (including individuals waiting to take a certification exam) or 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 Jenny Kenney, Records and Certification Specialist, ext. 0046.

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.

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).

An employee with the required qualifications for a position may request a transfer to another campus or department. When requesting a transfer to another campus, the on-line transfer application must be completed. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources Office.

Reassignment Guidelines

Eligibility

Professional or paraprofessional employees who meet the following criteria may request reassignment to another campus or location:

- Teachers must be considered proficient on the PDAS evaluation
- Other personnel including Counselors, Librarians, Nurses, Administrators, and all Paraprofessional personnel must have performance appraisal scores of at least MEETS EXPECTATIONS for the two most recent years of employment

A request for reassignment to another campus or location may be initiated by completing the ON-LINE TRANSFER REQUEST APPLICATION. Requests for reassignment for the next school year must be submitted between **February 1st and April 30th** of each school year. In order to maintain a current and accurate record of requests, employees wishing to be reassigned will be required to file a request each year. All employees submitting requests for inter-campus reassignments are strongly encouraged to discuss their intent with the building principal or supervisor.

Posting of Positions

Human Resources will post via the district website a current listing of certain vacancies in the district. The list will be updated as required to reflect current vacancies. In an effort to keep employees informed, the list of job vacancies will be prominently posted at the central administration building.

Selection Procedure

Human Resources will review all requests for reassignment. Building principals may review the on-line list of requests and consider any employees who may be qualified for existing vacancies. Upon review of the requests, principals may review the personnel records of candidates they might wish to consider, talk with the administrators at the campus where they are presently assigned, and schedule interviews. At the same time, principals may review the files of out-of-district applicants and may schedule interviews with any candidates who meet specified job requirements. After carefully considering the qualifications of all candidates, the principal will select and recommend for reassignment or employment the candidate who best meets the job criteria. Human Resources will monitor the process to insure that all requests for reassignment have received due consideration. No reassignment of personnel, with the exception of those determined to be essential to the efficient operation of the school, shall occur after August 1 without the concurrence of all parties involved and the approval of Human Resources.

Criteria For Assignment

Decisions regarding the employment or reassignment of personnel shall be based on the following criteria as established in Policy DAC (Local), OBJECTIVE CRITERIA FOR PERSONNEL DECISIONS. The policy notes that "these criteria are not rank-ordered and may be considered in whole or in part in making such decisions:"

- Academic or technical preparation, supported by transcripts
- Proper certification for grade level, subject, or assignment, including emergency permits and endorsements for specific subjects, programs, or positions
- Experience
- Recommendations and references
- Evaluations
- Suitability for the position and professional competence

- The needs of the District
- Information concerning personal qualifications shall be obtained through interviews and recommendations secured from references. Desirable traits that should be considered are:
 - Good grooming
 - Voice, ability to communicate
 - Personality
 - Tact
 - Composure
 - Self-confidence
 - Experience
 - Intellectual background
 - Sensitivity to the feelings of others

Policy DAC (Local) further specifies that decisions “may deviate from objective criteria in any situation where the educational program would be better served by considering unique talents of an individual.”

Reassignment by Administrative Initiative

From time to time, it may become necessary to reassign personnel on an involuntary basis due to fluctuations in student enrollment resulting from redistricting of attendance zones, declining enrollment, etc. In many cases, reassignment at the campus level is possible and least disruptive to the faculty and students. However, reassignment of personnel to other campuses is an alternative and may be employed when intra-campus reassignment is not appropriate. In cases where it may become necessary for the administration to initiate reassignment, the following guidelines shall apply:

- In order to minimize the negative impact of a required staff realignment, decisions involving involuntary reassignment shall be made on a campus-by-campus basis
- In applying the criteria for assignment, seniority in the position shall be the determining factor when two candidates are judged to be comparable with respect to all other criteria. In such cases, only current and consecutive years of employment with the district shall be used to calculate seniority
- When reaching decisions regarding involuntary reassignment, administrators will counsel with employees and communicate the rationale for the proposed action. Employees will be given opportunity to respond, and their input will be considered in the final decision. Particular caution shall be exercised so as to avoid, if possible, involuntary reassignment of individuals who have been reassigned by administrative initiative in prior years
- With regard to teaching assignments, building principals will consult with reassigned teachers in establishing a reasonable timeline for transition which allows sufficient time for classroom planning and preparation

Follow-up Notification

An employee who is reassigned by request or otherwise will receive both verbal and written notification of the reassignment and the effective date thereof at the earliest possible opportunity.

Searches and Alcohol and Drug Testing – Policy DHE

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

Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In

addition, the district reserves the right to conduct searches when there is reasonable 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, work areas, including district-owned computers, lockers, and private vehicles parked on district premises or work sites or used in district business.

Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing as specified by the Department of Transportation. 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 when their duties include driving.

Drug testing will be conducted prior to an individual's employment. Alcohol and drug tests will be conducted if reasonable suspicion exists. Testing will 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 is otherwise 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 Director of Transportation, ext. 0098.

Staff Development – Policy DMA

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

Advisory Committee

Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development. Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Transfer Guidelines

Requirements - Employees Desiring to Transfer

- Employee is highly recommended to discuss with immediate supervisor prior to submitting name to the active transfer list (February 1st-April 30th)
- Complete the On-line Transfer Request application
- Requests outside the normal transfer window (February 1st-April 30th) must be based upon extenuating circumstances and will require approval by Assistant Superintendent of Human Resources

Workload and Work Schedules – Policies DEA, DL

Professional Employees

Professional and academic administrative employees 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 required days of service 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. 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 are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Compensation & Benefits

Annualized Compensation – Policy DEA

The district pays all professional and paraprofessional employees over 12 months regardless of the number of months employed during the school year. An employee who separates from service before the last day of instruction or retires under TRS, will receive his or her final paycheck, a lump sum payment for wages actually earned from the beginning of the school year to the date of separation. Employees that separate after the last day of the instruction will continue to receive paychecks through the end of the summer.

Attendance Incentive

Employees with ten years of continuous service in the District shall receive at retirement a payment for accumulated state and local leave based on the following schedule:

Length of Employment Year	Accumulated State & Local Leave	Payment
10 months	50 days	1/10 annual salary
11 months	60 days	1/10 annual salary
12 months	70 days	1/10 annual salary

Automatic Payroll Deposit

Effective with the 2013-2014 school year, all employees except those on the substitute payroll will be paid electronically. Employees are required to designate an account for the direct deposit of their paycheck. The deposit will be made on the bank business day of the 20th of each month. If the 20th falls on a weekend or holiday, the deposit will be made on the preceding Friday or the day before the holiday.

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.

Insurance - Health, Dental, and Life – Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program and is available to all full-time and part-time employees. 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 regularly scheduled to work at least 10 hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members, who are regularly scheduled to work less than 10 hours per week, are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1, 2013 through August 31, 2014. New employees only have 31 days from date of hire/contract date to complete online enrollment. Current employees can make changes to their insurance coverage during a plan year, based on a special enrollment event, or during a specified open enrollment period. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are available to all employees through the districts web page. Employees should contact the Denton ISD Insurance Department at ext. 0028 for more information.

Other Benefits Programs

Additional employee offers and discounts are accessible via the Staff section of the DISD webpage. You must login to view the staff information. Then click the Staff tab and select Staff Quick Links.

Overtime Compensation – Policy DEA

The district compensates overtime for nonexempt employees (hourly and paraprofessional employees) as compensatory time in accordance with federal wage and hour laws. 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 work week 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 AM Sunday and ends at 11:59 PM Saturday.

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

- Employees can accumulate up to 160 hours of compensation
- Comp time must be used in the duty year that it is earned
- Use of comp time may be at the employee's request with supervisor approval as workload permits
- An employee may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation)

- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration

Overtime Justification

- Approval of overtime hours may be justified when a work overload exists as a result of one or more of the following circumstances:
 - employee illness or vacation time
 - transitional periods required for the training of newly assigned employees
 - special project work which may be cycled or non-routine, or work created by some unforeseen circumstance
 - extra duty assignments involving the same or similar duties as performed in the regular job
- The intent of the overtime provision is not to supplement regular hours in the performance of usual job duties, but rather to provide additional support when extenuating circumstances exist.

Overtime Compensation Methods

- According to the Fair Labor Standards Act, there are two methods of compensating employees for overtime. Overtime hours may be paid at a rate of one and one-half times the regular hourly wage or, in lieu of overtime payments, compensatory time may be granted at the rate of one and one-half times the additional hours worked for paraprofessional personnel.
- It is recommended that overtime be compensated by comp time whenever possible due to annual budgetary limits. Compensation for overtime is required when an employee has worked hours in excess of forty (40) during one week at assigned job location. At any time when an employee is absent during the week and the forty (40) hours are not worked, overtime will not be paid. Time outside the normal schedule will be compensated at the straight time hourly rate in this case. Overtime will be earned and compensated for time intervals of fifteen (15) minutes or more.
- Hourly personnel will clock in and out on the Time System available in all locations.
- Time sheets for all salaried personnel must be completed and forwarded to the Division of Human Resources on the last day of a designated pay period. Overtime accumulated in each pay period will be paid with the first pay check following the ending date.

Payroll Deductions - Policy CFEA

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

- Teacher Retirement System of Texas (TRS) for employees who work at least 50% of the time or Social Security employee contributions
- Federal income tax
- Medicare tax (applicable only to employees hired after March 31, 1986)

Employees may elect other payroll deductions for the employee's share of premiums for health, dental, life, and vision insurance; cancer insurance; income protection; tax-sheltered annuities; and higher education savings plans. Employees also may request payroll deduction for payment of membership dues to professional organizations; tuition payments; United Way; Denton Public Schools Foundation; Savings Bonds, and DATCU Credit Union. Salary deductions are automatically made for unauthorized or unpaid leave.

Salaries, Wages, and Stipends – Policies DEA, DEAA

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 and academic administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each overtime hour worked beyond 40 in a workweek. (See Overtime Compensation, page 28)

All employees will receive written notice of their pay and work schedules. 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 Payroll Supervisor, ext. 0020, for more information about the district's pay schedules or their own pay.

Savings Plans (403b)

Denton ISD offers two savings options to each employee of the district, the traditional pre-tax 403(b) and the after-tax Roth 403(b). Any employee who is interested in participating may contract the district's third party administrator, National Plan Administrators, at 800-880-2776, for more information.

Supplemental Insurance Benefits – Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for Dental, Vision, Disability (Short-Term and Long-Term Disability), Voluntary Life, Cancer, Gap, Permanent Life, Accident and Flexible Spending Plans. Premiums for these programs paid through payroll deduction. Employees should contact the Denton ISD Insurance Department at ext. 0028 for more information.

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 also eligible for TRS membership and to purchase a year of creditable service. 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 Human Resources 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 at www.trs.state.tx.us.

- Professional employees may contact Records Specialist at ext. 0046
- Paraprofessional employees may contact the HR Annex staff at ext. 0202;
- Operations employees may contact the Director of Operations and Classified Personnel at ext. 0203.

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. (Alcoholic beverages are not a reimbursable expense and should not be shown on any receipt submitted for reimbursement.)

Unemployment Compensation Insurance – Policy CRF

Denton ISD subscribes to the Texas Workforce Commission program to provide weekly benefits in cases where an employee loses his/her job through no fault of his/her own. 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 Human Resources at ext. 0040.

Workers’ Compensation Benefits

Workers Compensation Benefits for employees is required by state law. Employees who suffer a work-related illness or injury must be given necessary medical treatment even if you do not miss work. Employees may be eligible for income replacement benefits if your work related absence exceeds 7 days up to a maximum of 104 weeks. While receiving workers’ compensation benefits, an employee is responsible for the payment of health insurance premiums unless other leave benefits are running concurrently (e.g., FMLA or paid leave).

Employee injured on the job **must** report injury to the campus nurse or his/her immediate supervisor when the injury occurs. Injuries must be reported within 24 hours and an Accident Investigation Report must be submitted to the Denton ISD Insurance Department.

It is the responsibility of the injured employee to call his/her supervisor each week to report work status. Within one working day of each health care provider appointment, the injured employee must provide proof of the office visit to the Denton ISD Insurance Department. If received by the supervisor, fax a copy to the Denton ISD Insurance Department at 940-369-4980.

Job Protection - The workers’ compensation statute does not include provisions for leave entitlement or job restoration. Persons receiving workers’ compensation benefits may also be eligible for leave benefits under other federal and state laws that provide job protection or restoration and continuation of district contributions to group health care premiums (e.g., FMLA). Other types of leave will run concurrently with workers’ compensation benefits include the following:

- Family and medical leave
- State personal leave
- State sick leave
- Assault leave
- Temporary disability leave
- Local leave

The district is not required to hold a job open for an indefinite period of time. The district can decide, on a case-by-case basis, that a particular position must be filled because of a legitimate business concern without violating state law.

Return to Work Requirements - When an employee is ready to return to work, it is the employee's responsibility to deliver a health care provider release (fitness for duty report) to the Denton ISD Insurance Department at least 30 days prior to the anticipated date of return, when applicable. This must be an original form signed by your doctor stating the date you can return to work and if there are any restrictions. The return to work release will be reviewed and determined if the employee can return to work. If it is determined that the employee can return to work, the employee will be given a *Return to Work Notice*. Two copies will be given to the employee, one for their records and the other for his/her supervisor. All employees must report to the Denton ISD Insurance Department prior to returning to his/her campus and/or department to receive a *Return to Work Notice*. If an employee does not report to Denton ISD Insurance Department, they will not be allowed to return to their campus and/or department.

If the employee seeks medical attention or misses more than 1 day they must have a "Return to Work Notice" issued by the Denton ISD Insurance Department before they are allowed to go back to work.

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 has workers' compensation coverage from Texas Association of School Boards (TASB), effective January 1, 2008.

All work-related accidents or injuries should be reported immediately to his or her principal or supervisor or the Denton ISD Insurance 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.

Effective July 1, 2010, Denton ISD and TASB joined the Political Subdivision Workers Compensation Alliance in order to provide an approved physician and facility network for our employees. Each employee must be aware that not all providers in the local area and surrounding communities have joined this alliance. Employees cannot be treated by a provider who is not a member of this alliance. Employees have a personal responsibility to select an alliance member or facility by visiting the following website at www.pswca.org.

Leaves and Absences Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should call Human Resources, ext. 0040, for counseling about leave options, continuation of benefits, and communicating with the district.

Assault Leave – Due to Assault While On Duty

An employee is entitled to assault leave only if medical certification demonstrates that:

- The job could not be done because of the injury
- Returning to work would worsen an injury; or
- Additional days would facilitate the healing process

Texas Commissioner of Education Decision. No. COS-R10-0906 (March 5, 2009) - 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.

Assault Leave Not Eligible for Psychological Conditions

Assault leave can only be used for physical injuries, not psychological conditions that may occur as a result of the assault Texas Commissioner of Education Decision. No. 017-R10-1006 (March 6, 2009)

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.

Assault Leave Benefits Payment Method

Once application for Workers' Compensation Benefits are processed, the WC carrier will pay Temporary Income Benefits (TIBs) at approximately 70% of the pre-injury wage. The district will deduct the weekly TIBs payment from the regular pay of the employee and pay only the difference to assure that the employee is at 100% of his/her pay, but no more than a combined total of 100%.

Bereavement (Funeral) Leave

Use of state leave and/or local leave for death in the immediate family shall not exceed ten workdays per occurrence, subject to the approval of the District.

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 notice of the request 3 days in advance of the anticipated absence to his or her principal or supervisor. 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.

Definition of Immediate Family

For the purposes of state sick leave and local leave, the term "immediate family" shall include:

1. Spouse
2. Son or daughter, including a biological, adopted, or foster child, a son-or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis
3. Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee
4. Sibling, stepsibling, sibling-in-law
5. Grandparent and grandchild
6. Any person who may be residing in the employee's household at the time of illness or death

For the purposes of the Family and Medical Leave Act, the Definition of “family” shall include only items 1, 2, and 3 on the above list, but shall exclude son- or daughter-in-law, and parent-in-law.

Family and Medical Leave (FML)—General Provisions

Eligibility

Employees who have been employed by the district for at least 12 months and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year between July 1st and June 30th for the following reasons:

- The birth of a child and to care for the newborn child within one year of birth
- The placement with the employee of a child for adoption or foster care and to care for the newly placed within one year of placement
- to care for the employee’s spouse, child, or parent who has a serious health condition
- a serious health condition that makes the employee unable to perform the essential functions of his or her job
- any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty”

A husband and wife who are both employed by the district are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child; or to care for a covered military service member.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active military duty and deployed to a foreign country may use their 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 session, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. It also includes a family member who is a veteran with an illness or injury that occurs in the line of duty while on active duty and manifests itself before or after the service member became a veteran. The veteran must have been on active duty during the five years preceding the need for treatment, recuperation, or therapy.

Continuation of Benefits and Job Restoration

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a

semester may be required to continue their leave until the end of the semester.

Use of Paid Leave

FML runs concurrently with accrued sick and personal leave, temporary disability 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.

Intermittent Leave

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child, or parent
- An employee requires medical treatment for a serious illness
- An employee is seriously ill and unable to work
- An employee becomes a parent or has a foster child placed in his or her home

Requests for FML

When the need for family and medical leave is foreseeable, employees must provide 30-day advance notice to the district. When the need for leave is not foreseeable, employees must contact the Insurance Department at ext. 0028, as soon as possible. Employees will be required to provide the following:

- Print out the FMLA packet and fill out the Request for Leave Form and Leave Authorization Form and submit to the Insurance/Benefits office
- A Medical Certification will be sent to you after the Insurance/Benefits Department receives your FMLA forms
- Once the Insurance/Benefits Department receives all documentation you will be notified if your FMLA is approved or declined

The district also has a right to request:

- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Certification of the need for military service family leave

Employees requiring FML should contact the Insurance Department at ext. 0028 for details on eligibility, requirements, and limitations.

Jury Duty

An employee shall be granted leave in half-day increments with pay and without loss of accumulated leave for jury duty. The employee shall be required to present documentation of the service and shall be allowed to retain any compensation for this service. DEC (Local)

Local Family and Medical Leave Provisions

- Print out the FMLA packet and fill out the Request for Leave Form and Leave Authorization Form and submit to the Denton ISD Insurance Department

- A Medical Certification will be sent to you after the Insurance/Benefits Department receives your FMLA forms
- Once the Insurance/Benefits Department receives all documentation you will be notified if your FMLA is approved or declined

Under the federal Family and Medical Leave Act (FMLA), eligible employees are entitled to 12 weeks of job-protected, unpaid leave for the birth, adoption, or foster placement of a child; serious health condition of a child, spouse, or parent; personal serious health condition; or a qualifying exigency that arises from a family member's active military duty and deployment to a foreign country. In addition, eligible employees are entitled to 26 weeks of leave to care for a family member who is a current service member or veteran who served on active duty during the five years preceding the need for treatment and was injured in the line of duty.

Family and medical leave (FML) is unpaid leave. However, the district requires the employee to use paid leave concurrently. Compensatory time (comp time) is also required to be used for an FML-qualifying event and is counted against an employee's FML entitlement. FML will run concurrently with all other leave (e.g., temporary disability leave, absence related to a workers' compensation injury).

Eligibility for Leave - To be eligible for leave under the FMLA, an employee must meet **all** of the following criteria:

- Employed at a site where at least 50 employees work within a 75 mile radius
- Employed by the district for at least 12 months (the 12 months need not be consecutive)
- Worked 1,250 hours in the preceding 12 months

Return to Work Requirements - When an employee is ready to return to work, it is the employee's responsibility to deliver a health care provider release (fitness for duty report) to the Insurance Department at least 30 days prior to the anticipated date of return, when applicable. This must be an original form signed by your doctor stating the date you can return to work and if there are any restrictions. The return to work release will be reviewed and determined if the employee can return to work. If it is determined that the employee can return to work, the employee will be given a *Return to Work Notice*. Two copies will be given to the employee, one for their records and the other for his/her supervisor. All employees must report to the Insurance Department prior to returning to his/her campus and/or department to receive a *Return to Work Notice*. If an employee does not report to Insurance Department, they will not be allowed to return to their campus and/or department. The district does not consider an employee returned to work until the employee is cleared and has received a Return to Work Notice.

Nondiscretionary Leave

Leave taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

Other Court Appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Local personal leave is earned five to seven days per year depending on length of employment schedule. A day of personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts and is generally transferable to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

Sick Bank Leave

The District offers a sick leave bank program to all eligible employees. This program is administered by the Teacher Communication Committee (TCC). The TCC (Teacher Communication Committee) recognizes that an employee's best defense against loss of income due to an extended illness or accident is the accumulation of sick leave days and a long-term disability insurance policy. With this in mind, the following Catastrophic Sick Leave/Accident Bank was designed. It is our belief that the opportunity for membership and the additional protection provided will promote and reward good stewardship of sick leave among the professional and classified personnel.

Purpose of Sick Leave Bank

The TCC Catastrophic Sick Leave/Accident Bank will provide additional sick leave for bank members who are experiencing a catastrophic illness/accident. It will be used after all available leave is exhausted and before the extended sick leave benefit is applied [see Board Policies DEC (LEGAL) and DEC (LOCAL)].

Definitions Related to Sick Leave Bank

The TCC Catastrophic Sick Leave/Accident Bank will provide additional sick leave for bank members who are experiencing a catastrophic illness/accident. It will be used after all available leave is exhausted and before the extended sick leave benefit is applied [see Board Policies DEC (LEGAL) and DEC (LOCAL)].

A catastrophic illness is defined as that of a serious nature, not a mere passing disorder or temporary ailment, requiring treatment by a physician or hospital. Although some degree of permanency is usually involved, the disease need not necessarily be incurable or permanent. Catastrophic illnesses include but are not limited to: cancer, heart disease, multiple sclerosis, stroke, muscular dystrophy, sickle cell anemia, rabies, diphtheria, encephalitis, meningitis, osteomyelitis, poliomyelitis, and tularemia. Pregnancy delivery will not be covered by this sick leave bank. Complications arising from childbirth may be considered by the Committee on an individual basis.

The TCC/Denton ISD Sick Leave Bank is defined as a pool of local sick leave days, contributed by the school district and eligible personnel, to be used by the members of the bank. The Denton ISD contributed 100 sick leave days to assist in its establishment in July of 1986.

Eligibility for Initial Enrollment in the Sick Leave Bank

All full-time professional and classified personnel employees may apply for membership.

Procedures for Joining the Sick Leave Bank

- An employee who is eligible to join the Sick Leave Bank may do so by contributing two days of local sick leave
- The enrollment period for employees will be July 1 through September 30

- Employees desiring to join the bank shall complete the membership application form and submit it to their campus TCC representative, who will verify the employee's eligibility. Upon approval, the application will be sent to the Payroll Department in the Business Office
- Employees who are eligible but do not join the bank within three years of the date of employment shall forfeit all rights to membership

Regulations Concerning Contribution of Days to Sick Leave Bank

- Contributed days will be subtracted from the member's local sick leave record
- The two days contributed become the property of the Denton ISD Sick Leave Bank. All contributed days will remain in force and will not be returned even upon cancellation of membership
- Members using two or more days from the bank during the school year will be required to repay two days from their advanced sick leave the following school year before September 30th. Members using fewer than two days will repay the number of days actually used. This is a requirement even if membership is cancelled
- If the bank falls below one times (1x) the number of participating members on July 1 of any year, participants will be assessed one additional day. Should an assessment of the general membership be required, members who join during that enrollment period will contribute a maximum of three days
- All unused sick leave days in the bank at the end of the school year shall be carried over to the next school year
- If a member resigns from the district, the days contributed for membership remain the property of the bank and all rights to benefits of the bank are forfeited. If, at a later date, a former member is re-employed, membership may be renewed by contributing two additional local sick leave days during the enrollment period. Withdrawal of membership from the bank must take place between July 1 and September 30
- An employee who cancels membership in the bank shall forfeit all future rights to eligibility

Regulations for Granting Days from the Sick Leave Bank

- The following conditions must be met prior to applying for catastrophic sick/accident leave from the bank:
 - All state and local sick leave must be exhausted
 - The employee must be a member of the District Sick Leave Bank
- The Sick Leave Bank may be used for the contributor's own personal illness or injury, as previously defined; it may be granted for a member's absence due to the catastrophic illness/accident of a spouse or child only
- The maximum number of sick leave days that may be granted to an employee for personal illness/accident will be twenty five days per school calendar year. (July 1 -June 30)
- The maximum number of sick leave bank days that may be granted to an employee due to absence for illness/accident of a spouse or child will be 10 days per year
- The lifetime maximum number of Sick Leave Bank days that may be granted to an employee is seventy five days
- Leave from the bank may not be used for a disability which would qualify the member for Workmen's Compensation

- A member must apply for days from the Sick Leave Bank by the first of the month to prevent a salary deduction from his/her pay. Otherwise, repayment for approved days will be delayed until the next pay period
- All forms for application, participation or cancellation in the Sick Leave Bank shall be available in the principal's office of each school in the DISD, as well as in the Payroll Office. It shall be given to any member on request

How to Apply for Days for the Sick Leave Bank

- Obtain forms from your campus TCC representative or the Payroll Office
- Complete and return to your TCC representative:
 - Form 2-Request for Sick Leave Bank Days
 - Form 3-Attending Physician's Statement

Governance Committee Sick Leave Bank

The committee to administer the Sick Leave Bank and to approve the application shall consist of the Superintendent of Schools or designee, the Supervisor of Payroll, and the Teacher Communication Committee (TCC). The chairperson of the committee will be the chairperson of TCC.

State Sick Leave (Earned Prior to 1995)

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. Sick leave may be coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

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

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 which consist of up to 180 calendar days of unpaid leave for their own personal illness. 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. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability. Because the leave is unpaid, districts are not required to continue to contribute to health insurance premiums. Unless temporary disability leave runs concurrently with paid leave or family and medical leave, employees may continue their group health care coverage by paying their own premiums including the district contribution while they are on leave. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule.

A full-time educator may request to be placed on temporary disability leave or be placed on leave. In order

to be considered for Temporary Disability Leave, the following must be followed:

- Print out the Temporary Disability packet and fill out the Request for Leave Form and Leave Authorization Form and submit to the Insurance Department. You must also include a letter addressed to the Superintendent stating reason for requesting leave, date leave is to start and when leave is expected to end along with the medical certification from the doctor confirming the employee's inability to work and estimating a probable date of return.
- If all required documents are not received at the time of request, the leave will be denied until all documents are received.
- Once the Insurance Department receives all documentation you will be notified when your TDL is approved or declined.

If disability leave is approved, the maximum length of leave is 180 calendar days. The length of leave granted is based on the amount of time set by the physician. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

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, it is the employee's responsibility to deliver a health care provider release (medical release) to the Insurance Department at least 30 days prior to the anticipated date of return, when applicable. This must be an original form signed by your doctor stating the date you can return to work and if there are any restrictions. The medical release will be reviewed and determined if the employee can return to work. If it is determined that the employee can return to work, the employee will be given a *Return to Work Notice*. Two copies will be given to the employee, one for their records and the other for his/her supervisor. All employees must report to the Insurance Department prior to returning to his/her campus and/or department to receive a *Return to Work Notice*. If an employee does not report to Insurance Department, they will not be allowed to return to their campus and/or department. The district does not consider an employee returned to work until the employee is cleared and has received a Return to Work Notice.

Temporary disability leave provides an educator with a guarantee of return to work no later than the beginning of the next school year. It does not provide an individual with a guarantee that he or she will be returned to the same position held prior to going out on TDL. Reinstatement requirements at the end of TDL include the following:

- The employee must be reinstated to the school he or she previously worked in if an appropriate assignment is available
- If an appropriate assignment is not available, the educator may be assigned to another campus, subject to the approval of the campus principal
- If a position is not available at another campus before the end of the school term, the employee must be reinstated to a position at the original campus at the beginning of the next school term
- Medical certification confirming that the employee is able to perform his or her regular duties is required.
- School term in this context is defined as the beginning of the next school year

Employees requiring TDL should contact the Insurance Department at ext. 0028 for details on eligibility, requirements, and limitations.

Use of Leave

Leave is available for the employee’s use at the beginning of the school year. However, state personal and local leave is accrued as it is earned. 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 one-half day increments. However, if an employee is taking family and medical leave, leave shall be recorded in one-hour increments. 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 Leave
- State Sick Leave accumulated before the 1995-96 school year
- State Personal Leave

Local Days			State Days
Work Schedule Normally Requiring	Leave Days Earned	Maximum Days of Accumulation	The District shall provide employees with five days per year of state personal leave, with no limit on accumulation and no restrictions on transfer among districts. The District may provide additional personal leave beyond this minimum.
9–10 months	5 workdays	90 workdays	
10 1/2 months	5 1/2 workdays	99 workdays	
11 months	6 workdays	108 workdays	
12 months	7 workdays	126 workdays	
Late hires or employees planning on leaving Denton ISD may contact the Payroll Department at ext. 0020 to verify actual leave days earned during time of employment.			

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any employee who is absent more than five (5) 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.

Employees are 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.

Military Leave

Paid Leave For Military Service

Any employee who is a member of the Texas National Guard, Texas State Guard, a reserve component of the U.S. armed forces, or a state or federally authorized Urban Search and Rescue Team is entitled to receive up to 15 days of paid leave per federal fiscal year (October 1–September 30) for authorized military training or duty without loss of any accumulated leave with the district. An employee on extended military leave is entitled to the 15 days of paid leave for each year he or she is on active duty.

Use of Accumulated Leave - Employees on military leave have the right to use any vacation or state and local sick or personal leave that they have accrued prior to military service. The use of vacation or personal leave is the employee's option. The district cannot require the use of accumulated leave. Employees do not accrue any additional leave during their military service.

Pay During Military Leave - Districts are not required to pay salaries or wages to employees on active duty beyond the 15 days of paid state military leave if applicable.

Time Limits for Returning to Work - Time limits for a returning employee to report to work or submit an application for reemployment vary depending on the duration of the employee's military orders. The timeframes for reporting for work after military service are as follows:

Service of 1 to 30 days - The beginning of the first regularly scheduled work day or eight hours after the end of the military duty, plus reasonable commuting time from the military duty location to home.

- Service of 31 to 180 days - Not later than 14 days after completion of military duty.
- Service of 181 or more days - Not later than 90 days after completion of military duty.

A returning employee who fails to report or apply for reemployment by the deadline does not automatically forfeit reemployment rights. He or she becomes subject to the district's established policies and practices related to absence from work. For example, if an employee follows procedures to request the use of a personal day prior to returning to work and the request is approved, he or she would not lose reemployment rights. Also, if meeting the deadline is impossible or unreasonable through no fault of the employee, he or she may report as soon as possible and still maintain eligibility.

Return to Work Requirements - Employees returning after 31 days or more of military service may be required to provide documentation verifying that the reemployment application is timely, the five-year limit on cumulative service was not exceeded, and that the employee's separation from the military was not for a disqualifying reason. A district may not deny or postpone reemployment because of a delay in receiving military documentation (20 C.F.R. §1002.121).

The types of documents necessary to establish reemployment eligibility will vary on a case-by-case basis and may not be available or necessary in every situation. Some of the documents that may satisfy the requirements include the following:

- Certificate of Release or Discharge from Active Duty (DD214)
- Copy of duty orders with endorsement showing completion of service
- Letter from the commanding officer or someone of comparable authority
- Certificate of completion from military training school

- Discharge certificate showing character of service
- Payroll documents showing periods of service
- Letter from National Disaster Medical System (NDMS) team leader or administrative officer verifying dates of NDMS training or federal activation

Employees requiring ML should contact the Insurance Department at ext. 0028 for details on eligibility, requirements, and limitations.

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 Insurance Department for details on eligibility, requirements, and limitations.

Workers Compensation Benefits

Denton Independent School District is a self-funded workers' compensation plan providing coverage to its employees who are injured on the job or suffer a work-related illness. All employees are required by district policy to report any on the job injury to their supervisor immediately. The supervisor must complete and submit an "Employee Accident Form" form to the Insurance Department within 24 hours of the injury. If unable to work after five (5) consecutive days absent, the employee will be placed on the appropriate leave until they are able to return to work.

Employees may be eligible for income replacement benefits if your work related absence exceeds 7 days up to a maximum of 104 weeks. The employee has a choice to use all available leave, no leave or to use a portion of paid leave in conjunction with temporary income benefits through workers' compensation. Should an employee choose to use no available leave then the Temporary Income Benefits (TIBS) eligibility would not begin until the eighth day of absence.

More information can be obtained regarding workers' compensation rights from the Texas Department of Insurance, Division of Workers' Compensation or contact the Insurance Department at ext. 0028.

Return to Work Certificates

When an employee is ready to return to work, it is the employee's responsibility to deliver a health care provider release (fitness for duty report) to the Denton ISD Insurance Department at least 30 days prior to the anticipated date of return, when applicable. This must be an original form signed by your doctor stating the date you can return to work and if there are any restrictions. The return to work release will be reviewed and determined if the employee can return to work. If it is determined that the employee can return to work, the employee will be given a *Return to Work Notice*. Two copies will be given to the employee, one for their records and the other for his/her supervisor. All employees must report to the Denton ISD Insurance Department prior to returning to his/her campus and/or department to receive a *Return to Work Notice*. Employees, who are off from work on a W/C injury, no matter how short or long a period of time, must furnish a physicians' release before they will be allowed to return to work. This applies to a person who is injured, goes to seek medical attention the same day and returns to work the same day. Any employee who does not report to work, or call in his/her absences from work for three consecutive workdays or fails to report to work after being released by a physician is considered to have abandoned his/her job and is subject to disciplinary

action up to and including termination.

Employee Relations and Communications

District Communications

Denton ISD staff and students are all ambassadors for the school district. It is very important that every employee promote the mission of the district in the classroom and in dealing with parents and community members.

Throughout the school year, the Communications and Community Relations Department disseminates news releases to the news media – including area and neighborhood newspapers, TV stations, student or staff achievement/successful programs. However, all school information and policy statements must be approved and/or released by the Denton ISD Communications Department. Prior to releasing any statement or information to the news media or talking to a news media representative – an employee should first obtain permission from his or her supervisor and the communications department.

Throughout the school year, the Communications Department Office also produces newsletters, brochures, letters, fliers, calendars and other information besides news releases. These publications offer employees and the community information pertaining to school activities and achievements.

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. Recognition and appreciation activities also include awarding of service pins and honoring retirees.

Complaints and Grievances Policies DBGA & DNA

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. Forms may be located in the online Board Policy Manual at <http://pol.tasb.org/Home/Index/383>

Employee Conduct and Welfare

Accident Reporting

- Any employment related accident, no matter how minor, must be reported to the principal or supervisor immediately. The Employee Accident Report can be found on the District “O” drive, Human Resources folder, under Forms
- School vehicle accidents must be reported to the Director of Transportation and Operations immediately

- Student accidents must be documented and reported in accordance with Policy CK (LOCAL)
- The Indoor Air and Environmental Safety Committee will routinely review student accidents to determine trends or needed actions/improvements
- Laboratory accidents must be reported to the principal and the district science curriculum director immediately
- All other accidents involving potential district liability must be reported to the Executive Director of Budget and Finance

Alcohol and Drug-Abuse Prevention

The district shall maintain a drug free environment and shall establish, as needed, an Employee Assistance Program (EAP) complying with federal and state requirements. Policies DI (local) and DI (Exhibit (Local) contain specific information regarding employee welfare.

Transportation Department personnel must comply with Department of Transportation (D. O. T.) drug and alcohol policies and testing procedures. Each bus driver must pass a pre-employment drug screen and ARE subject to random testing throughout his/her driving tenure. In the event of a bus accident, the involved driver may be subject to testing at that time.

Asbestos Management Plan

In accordance with the Environmental Protection Agency 40 CFR 763, Asbestos Containing Material in Schools; Final Rule and Notice, The Denton Independent School District has completed requirements for the inspection and development of an Asbestos Management Plan for all facilities owned by the district. A copy of the Asbestos Management Plan is available in the office of each district facility for review.

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

Denton ISD provides automatic payroll deductions for United Way contributions from November-August annually.

Child Abuse Report/Suspected– Policies BQ, DF, DG, DH, FFG, GRA *TASB Required Notification*

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 Texas Family Code and includes any sexual conduct involving an educator and a student or minor. Reports to Child Protective Services can be made to local law enforcement (Denton Police Dept., Family Services division, 940-349-7861) or

to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person 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 Code of Ethics and Standard Practices for Texas Educators.

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 agencies. In addition, employees must cooperate with child abuse and neglect investigators.

Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. 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.

Child Sexual Abuse

The district has established a plan for addressing child sexual abuse, which may be accessed at the Denton ISD Counseling Office. As an employee, it is important for you to be aware of the warning signs that could indicate a child may have been or is being sexually abused. 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. 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.

Conflict of Interest – Policy DBD

Employees are required to disclose to their supervisor 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

Copyrighted Materials – Policy EFE

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.). Rented videos 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.

Criminal History Background Checks – Policy DBAA

Denton ISD is required by state law and the Texas Education Code Section 22.083, to conduct pre-employment criminal background investigations, including submission of fingerprints to the Department of Public Safety and Federal agencies, for each applicant that is being considered for employment, as student teachers, student observers, volunteers and any other party deemed necessary.

Current employees are required to report any **arrest or charge** by authorities within **three (3) days** of occurrence to their supervisor **and** the Human Resources using the district's Offense Self-Reporting Form. The required form is located on the District's **O:drive**, Human Resources Folder, Forms, "Self Reporting Form".

The district will conduct annual background investigations on all employees to ascertain if individual employees have committed subsequent offenses that may cause them to be ineligible for continued employment.

Discrimination, Harassment, and Retaliation – Policies DH, DIA *TASB Required Notification*

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

Employees who believe they have been discriminated or retaliated against 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 employee should report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Drug Abuse Prevention – Policies DH, DI *TASB Required Notification*

Denton 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.

Drug-Free Workplace, DI *TASB Required Notification*

The District shall maintain a drug-free environment and shall establish, a drug-free awareness program complying with federal requirements. All fees or charges associated with drug/alcohol abuse counseling or rehabilitation shall be the responsibility of the employee.

Early Mental Health Intervention and Suicide Prevention, FFB *TASB Required Notification*

The District shall implement a program for early mental health intervention and suicide prevention for students, which shall include training for appropriate District staff on early warning signs and possible need for intervention.

Employee Arrests and Convictions – Policy DH

Offense Employee Self-Reporting

An employee must notify his or her principal or immediate supervisor within **three (3) calendar days** of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, any offense involving moral turpitude, and any of the other offenses listed below. The required form is located on the District's **O:drive**, Human Resources Folder, Forms, "Self Reporting Form".

- 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 of 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

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 includes 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
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities

- Failure to disclose Conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

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 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.

Harassment of Students – Policies DH, FFG, FFH *TASB Required Notification*

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 or abuse of a student 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. Failure to report suspected abuse/neglect is a Class B misdemeanor.

The district’s policy that includes Definitions and procedures for reporting and investigating harassment of students is located in the Appendix.

Mandatory Training – Policies DHB, DHC, FNCJ, FNCL *TASB Required Notification*

In response to the Office of Civil Rights and federal and state mandates, Denton Independent School District provides mandatory training through Safe Schools, Inc., on an annual basis. The subjects for this training and an employee training schedule are provided by Human Resources with mandatory completion dates.

Pest Control Treatment

The district is required to follow integrated pest management (IPM) procedures to control pest on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and to ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Information concerning these applications may be obtained from the Service Center Annex at 940-369-0216.

Possession of Firearms and Weapons – Policies FNCG, GKA

Employees, visitors, and students 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 campus principal or department supervisor immediately.

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

Sexual Abuse and Maltreatment of Children

The District utilizes Safe Schools videos and training to increase the awareness of issues regarding sexual abuse and other maltreatment of children. All employees will be required to complete mandatory training courses assigned by the Human Resources department to meet State, Local and District compliance regulations. Campus Administrators will assign additional course topics deemed necessary for the campus staff.

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 first learns of the incident.

The Code of Ethics and Standard Practices for Texas Educators, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below. Refer to Policy DH (Local) and DH (Exhibit).

Technology and Copyright - Staff Acceptable Use Policy (AUP) – CQ

Overview - The Use of Computers, the Internet, and Electronic Mail

Denton Independent School District is pleased to offer access to a computer network for file sharing, printing, electronic mail and the Internet. To gain access to the district network, e-mail and the Internet, all employees must view the Acceptable Use Policy (AUP) video, agree to the conditions as stated in this document, and verified by your signature.

Access to these services will enable the school community to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world to enhance district curriculum. The district will filter the Internet for inappropriate material; however, employees should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive.

It is important that users read and understand the Denton Independent School District policy, administrative regulations, and seek guidance if items are unclear. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District's technology resources. Please contact The Department of Instructional Technology at ext. 0579 if you have questions or need help in understanding this material.

Acceptable Use Guidelines - Technology

- Keep all logins private
- Even though some limited personal use is permitted, the District account is to be used primarily for instructional and administrative purposes and in accordance with administrative guidelines
- Employees must comply with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and District records
- Individuals may perceive that electronic communication from you through a District-provided electronic medium, such as e-mail, is also endorsed by the District or that the District shares the same point of view
- 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 personal use of social media as they are for any other public conduct
- At all times, employees are responsible for the proper use of their account. The District may suspend or revoke access if guidelines are not followed
- Refer to Board Policy CQ (LOCAL), Electronic Communication and Data Management for further information

Bring Your Own Device - Technology

Staff members may bring their personal electronic devices to be used on the DISD-Staff network.

Devices from home will have access to wireless Internet but will not have access to district printers or district drives such as network folders. Network drives can only be accessed via district machines.

Students are also allowed to bring their own device for instructional purposes with teacher and campus administration approval. Students will use the DISD-Student network and will not have any access to network folders.

Denton ISD is not liable for any loss or damage incurred. Denton ISD will not provide maintenance, nor can it load any software onto any personal, non-district device.

Identity theft is a growing problem. We recommend that any personally sensitive files such as tax documents, social security information, and bank records are removed from any device before it is used on campus.

All technological devices brought onto a Denton ISD campus are subject to search and seizure. Improper or non-educational use could result in loss of privileges for the on-campus use of such devices.

Denton ISD is not responsible for lost, damaged, or stolen devices.

Any dispute involving Acceptable Use of District or personal resources will be settled at the discretion of District personnel.

Email Prohibited Uses - Technology

- I understand that Users of the email system will not use email in any way that would be considered: (a) damaging to another's reputation; (b) abusive; (c) obscene; (d) sexually oriented; (e) offensive; (f) threatening; (g) harassing; (h) illegal, or (i) contrary to district policy
- I understand the email system will not be used for any illegal activity, including but not limited to violation of copyright laws
- I understand that personal information about students including but not limited to student names, addresses and phone numbers shall not be transmitted outside the district network, without written permission from the student or his/her parents
- I understand that email public mail lists should only be used by administrators and/or their designee. Email lists should only be used for school business
- I understand that email may not be used for private or commercial offerings of products or services for sale, or to solicit products or services
- I understand that Users will not use the email system to disseminate material or information on the behalf of or with regard to professional unions, collective bargaining, private businesses or associations, or political campaigns or organizations without the express written consent of the Superintendent or his/her designee

Monitored Use (Not Confidential) - Technology

Electronic mail transmissions and other use of the electronic communications system by students and employees is not confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes.

Posting Practices – District & Campus Websites - Technology

- Assisted by the district web master, designated campus personnel will maintain the campus web pages. The district provides web space through our content management system (Schoolwires) for departments and professional personnel (refer to district guidelines). The campus principal and the Technology Information Officer, or designee must approve all requests for new web pages before the web pages can be posted on the system or any third party's electronic communications system. Routine updates do not require the approval of the campus principal or the Technology Information Officer
- In order for campus web pages to contain student names, audio, video, pictures, and/or student-generated work on Denton ISD approved web pages; parental consent must be obtained in writing
- Written parental consent is obtained as part of the Student Code of conduct

- Parents have the option to restrict the use of their child’s names, audio, video, pictures, and/or student-generated work
- All departments and professional staff must use Schoolwires for their district web page

Posting Policies – Student Work, Pictures, Videos, Student Name - Technology

Denton ISD teachers or administrators may post the following with written parental/guardian and student approval to the principal:

- Student authored work
- Pictures, audio or video of student (alone or in a group)
- Student first and last names

Social Media Use with Students - Technology

- Read and follow all District policies.
- Read and follow the Terms of Use for all sites. For example, if the site says “you must be 13 to use this site,” then it should not be used by students under 13
- Ensure that privacy settings protect students, faculty and the district.
- Do not share personally identifying information on education sites. (personal address, personal telephone number, personal pictures.)
- Instruct students in how to use the site for educational purposes
- Abiding by AUP and Terms of Use for the site
- Reporting illegal, abusive, bullying, and other negative dangerous behaviors
- When setting up student accounts, Do not use last names. Example: Use student’s first name with the teacher’s name. Example: Student Jenny in Ms. Taylor’s class would use Jenny Taylor for name.
- Do not allow non-district users to participate on any classroom instructional site without administrative approval
- Invite administrator’s access to the site being used
- Monitor student use of the site
- If you decide to discontinue use of the site, delete it

Staff Expectations - Technology

Employees are responsible for appropriate behavior on the school or district’s computer network.

Communications on the network are often public in nature. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for their actions in accessing and utilizing the school or district’s computer resources. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Computer related privileges may be suspended or terminated based on district policy. Violations may result in suspensions, termination of computer related privileges or criminal prosecution as well as disciplinary action by the District.

Notify the building administrator if you are aware of violations to the Acceptable Use Policy.

Denton ISD may revoke any District user’s access until the violation is reviewed by appropriate district administrators.

Copyright - Classroom

United States Copyright Law, 17 U.S.C. 101-1332 governs the use of copyrighted materials. However, technology has outpaced the law and limits what we can do with copyrighted material.

Copyright - Disclaimer of Liability

The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, inappropriate use of third party sites or costs incurred by user. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system users' requirements or the system will be uninterrupted or error-free. The district shall not be liable for lost, stolen or damaged devices brought from home.

Any dispute involving the Acceptable Use Policy will be settled at the discretion of the campus or district administrator.

Copyright - Examples of Inappropriate Use

- Using District technology resources for any commercial, political, or illegal purpose
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable
- Disabling or attempting to disable any Internet filtering device
- Encrypting communications to avoid security review
- Using someone's account with or without permission
- Impersonating an individual or individual's identity when posting, transmitting, or receiving messages
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media
- Using resources to engage in conduct that harasses or bullies others
- Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
- Using inappropriate language, profanity, vulgarity, ethnic or racial slurs, and any other discriminating or inflammatory language
- Violating copyrighted information or others' intellectual property rights as well as downloading or using copyrighted information without permission from the copyright holder
- Using the District's logo or other copyrighted material of the District without express written consent.
- Wasting school resources through improper use of the District's technology resources, including propagation of spam, chain letters, jokes, and the like

Copyright - What Can Educators Do?

- Even Disney may be used in the classroom if it relates directly to the curriculum as stated in your Lesson plans. It must be something you are currently teaching, not have taught in the past or will teach in the future
- A portion (clip) to illustrate your point is always a better choice than the entire work
- A documentary made for educational use is a better choice than something produced primarily for entertainment (thereafter called a "Hollywood" movie)
- The content covered should be accurate and not misleading and adequately reflect the content covered in the class

- i.e. A documentary on the Titanic is a better choice than the film starring Leonardo DiCaprio and Kate Winslet which is primarily a love story
- District subscriptions such as databases and streaming media are licensed and available for your use. Please check with your librarian for links and passwords or contact the Library Services office at ext. 0087 or library@dentonisd.org
- Follow district guidelines on Movie or television ratings. Educational versions are acceptable if they are legally obtained. “Clean copies” are a violation of copyright law
- To create something “transformative.” Copyrighted materials may be used to encourage practice in redefining problems from different perspectives, helping learners become more critical in assessing assumptions, better at recognizing frames of references and alternate perspectives, as well as effective at collaborating with others to assess and arrive at judgments in regards to beliefs

Copyright - What Can't Educators Do

- Digitize or copy something just to save money. If it is available in the format you need, you must purchase it
- Convert something to digital for an online class. If it is available in digital format you must purchase it in digital format. If it is not, you must write for permission to digitize any material including your textbook
- Change the format from one form to another (i.e. VHS to DVD, DVD to streaming, print to digital, etc.) Same thing: if it is available in the format you need, you must purchase it
- Create a compilation or anthology in order to save money. Write for permission for every picture, clip, graphic, printed article or type of material used
- Show anything for entertainment or to keep students busy. Copyright laws were written to protect the profits of the copyright holder. Educators were given limited exemption for instruction only. All other uses are prohibited
- Create “Clean” or “educational” copies of materials. The courts deemed these a violation of copyright law because they changed the format by adapting the work both of which are rights granted only to the copyright holder. However, if the producer provides an educational version it is legal to purchase it

Tobacco Use – Policies DH, GKA, FNCD

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

Visitors in the Workplace – Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building’s main Office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building Office or contact the administrator in charge.

General Procedures

Bad Weather/Emergency Closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's Web site and notify the following radio and television stations:

Radio Stations	Television Channels	Denton ISD Website
KRLD 1080 AM	News 4	www.dentonisd.org
KNTU 88.1 FM	News 5	
WBAP 820 AM	News 8	
	News 11	

In addition to the above, all District regular employees will receive telephone notification to their "land lines" via the Staff/Parent Notification System.

Building Use / Facility Rental – Policy GKD

Employees who wish to use district facilities after school hours must follow established procedures. Operations Department is responsible for coordinating the use of facilities after school hours. Contact the building principal, supervisor or manager to determine availability. If available, contact the Utilities Specialist, ext. 0221 to request to use school facilities and to obtain information on the fees charged.

Information and fees about rental of Denton ISD facilities can be found on the Denton ISD website, Departments & Programs, Operations, then click Facility Rentals.

Emergencies – Policy CKC

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 student 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.

Name and Address Changes

All employees are responsible for keeping personal information correct and updated. Please use the following methods to update data:

Address Changes: Login to the Employee Access Center (EAC) and correct your personal information. Updates are exported daily from this system into other district software programs so timely changes are critical.

Name Changes: Require all of the following documentation to be provided to the Human Resources department in person and additional actions by the employee including:

Step 1: Visit to Human Resources with Required Documentation

- Complete district's Personnel Information Change Notice.
- Complete new W-4 form
- Copy of legal document authorizing name change (i.e. marriage license / divorce decree / other)
- Original driver's license with new name
- Original Social Security card with new name
- Send a Technology Heat Ticket to make name change on email/network account

Step 2: Employee Final Updates AFTER Changes Received by Human Resources

- Send Technology Heat Ticket for name change on email/network accounts
- SBEC Certified Employees – Login to SBEC/TEAL account and make name change
<https://secure.sbec.state.tx.us/SBECOnline/login.asp>
- Contact the Teacher Retirement System (TRS) call 1-800-223-8778 or visit www.trs.state.tx.us to update beneficiary records

Personnel Records – Policy GBA

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

- Address
- Phone number
- Social Security number
- Information that reveals whether they have family members

The choice not to allow public access to this information may be done on-line through the Employee Access Center (EAC) process. Employees leaving the district may submit a written request. Otherwise, personal information will be released to the public.

Employees are encouraged to assist the district in maintaining current records by providing updated information changes of address, phone, name change, etc. Due to limited storage capacity, documents such as certificates for completion of advanced academic training courses, awards, letters of commendation, etc., should be maintained in your personal files.

Purchasing Procedures – Policy CH

All requests for purchases must be submitted to the Purchasing Department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Purchasing Agent at ext. 0121 for additional information on purchasing procedures.

Required Return District Property & Building Clearance Revoked

All employees leaving employment with the District for any reason will be required to return all district property. Upon receipt of a resignation letter or retirement date approval, the Human Resources Office will send the employee a letter with a Campus/Building Clearance Form. All materials purchased by the District, all documents in paper files, and those files and documents created by employees on district computers are and remain the

property of the District. Any tampering with, purging, or destroying files is prohibited. The District will cooperate fully with local, state, and/or federal officials in any investigation concerning or related to misuse of the District's electronic telecommunications systems.

Termination of Employment

Dismissal or Non-Renewal of Contract Employees – Polices DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF

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 nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines 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 whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF series policies that are provided to employees and are available on line.

Dismissal of Non-Contract Employees – Policy DCD

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

Exit Interviews and Procedures – Policy DC

All employees, upon terminating employment or retiring from the District, shall be required to complete an exit interview. The web address is www.choosetocare.com . Upon receipt of a resignation or retirement date approval, the Human Resources Office will send the employee a letter with specific instructions.

Any tampering with, purging or destroying files is prohibited by policy. The District will cooperate fully with local, state, and/or federal officials in any investigation concerning or related to misuse of the District's electronic communication system.

Reports - Concerning Court-Ordered Withholding – Policy DF

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

Reports - Texas Education Agency – Policy DF

The dismissal or resignation of a certified employee will be reported to the SBEC when the superintendent first learns about an alleged incident of conduct that involves the following:

- A reported criminal history
- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event

Resignations – Policy DFE

Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Human Resources Department. 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 State Board for Educator Certification.

Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to the campus principal or department supervisor 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.

Student Issues

Administering Medication (Students)

Our medication policies are written with safety in mind and to help students become more self- responsible as they get older. Although following them may be inconvenient at times, we feel strongly that safe administration is more important than convenience. Please discuss any medication concerns with the campus RN, and make sure that the student health card reflects all medications your child is taking at home as well as during the school day. This information will help the school nurse monitor effectively for any side effects, any adverse reactions, and that the medicines are working to benefit your child as prescribed.

No district employee shall give any student prescription medication, non-prescription medications, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided below.

All medicines, including prescription, over-the-counter, self-administered, or those requiring administration by another party, brought to district campuses (including school activities) must be in the original, properly-labeled container, with the student's name, prescribed dosage, and dosing instructions.

Students may not share medicine with another student under any circumstance. Violations shall be subject to consequences in accordance with the Student Code of Conduct and discipline management program.

Exceptions to this policy are rare and will be considered only with a doctor's order*, parental consent, and agreement of the school nurse according to the Texas Board of Nurse Examiner Rules and Regulations 217.11(3) and 217.11(1a). *Doctor's order throughout this policy shall be defined as those of an M.D., D.O., podiatrist, dentist, or a health care professional with legal prescriptive authority to write prescriptions in Texas, including a nurse practitioner, advanced practice nurse, or physician assistant working under a doctor's authority.

In our district, medication at elementary and middle school is usually administered by the school RN. (See more information below for high school students.) There are times at campuses when school employees other than the school nurse may administer medication; in those circumstances the nurse will provide training to school personnel who are assigned to administer medications in order to ensure safe administration and accurate dosage. Non-nursing school staff may be assigned to administer medications:

- When the campus nurse is not available or states that he or she is unable to do so safely
- When a student is unable to go to the health room for his or her medication without experiencing discomfort or a significant loss of instructional time, provided it is agreed upon by the parent and/or included in the student's individualized health plan (IHP)
- When a student suffers from a life-threatening condition, including, but not limited to, diabetes (hyperglycemia or hypoglycemia) and/or severe allergies (anaphylaxis)

Medicine - Elementary

When an elementary student is required to take medicine during the school day, it shall be the responsibility of the parent or legal guardian to administer it.

When a parent or guardian is unable to administer the medication, he or she may make arrangements with the principal or designee for school personnel to administer the medication. Arrangements shall be made in writing by completing the "Medication Administration Request," which is available in the registration packet, on each nurse's website, and from school Office personnel. The parent shall be responsible for bringing the medication to school and picking it up at the end of the school year. Medication shall not be given unless the form accompanies the medication in the original, properly marked container. Any change in the medication prescription shall require a new form and a newly-labeled container that reflects the change.

All medications administered at elementary school by school personnel shall be accompanied by a doctor's order, including all prescription medication and over-the-counter medicines, including, but not limited to, cough drops, and pain relievers. Medication shall not be administered at school unless it is essential to the health of the child and/or the student's ability to function successfully in the classroom. Medications to be given less often than four times per day will not be given during the school day, unless accompanied by a doctor's order, which includes the doctor's name on the order, specifying:

- that the medication must be given during the school day for an educational reason
- the specific time to be given, and/or

- the circumstance under which the medication is to be administered

Before medication is administered, names and dosages on the labels of medicine containers and parent request forms must match.

Elementary students may carry inhalers and self-administer prescription medication for asthma and/or anaphylaxis under certain circumstances. See FFAC (LEGAL). No other medications may be carried by an elementary student. Medication not picked up by parents at the end of the school year shall be discarded after parent notification.

Medicine - Secondary

To promote a safe and healthy school environment, and to support our “drug-free” philosophy, we want to minimize as much as possible the amount of medicine brought to secondary campuses each day. We also want to help our secondary students become more responsible for self-care and healthy decision making as they get older. Our policy is designed to accomplish those things, and allows secondary students to bring/take only those medicines that are essential to their health and ability to function well and safely at school. If it is essential that a secondary student take medication during the school day, a parent/guardian must complete the Medication Administration Request form for the school nurse to keep on file. The medication label must match the information on the form.

All secondary students may, with their parent’s permission, carry small amounts (limited to a one or two day’s supply) of over the counter medication such as ibuprofen, aspirin, and acetaminophen and self-administer according to the directions on the container. The container must be the original container and be labeled with the student’s name.

Medicine - Middle School Specific

Middle school students are required to come to the health room for administration of prescription medications; however, with doctor’s orders they may carry and self-administer inhalers and/or medication for anaphylaxis FFAC (LOCAL). Parents may request (on the Medication Administration Request form) that non-prescription medication be stored and administered by the school nurse if the parent does not want the student to carry the medication with him/her. At middle school, non-prescription medication may be administered by the nurse without a physician’s order according to label directions.

Medicine – High School Specific

High school students will carry and self-administer their own prescription and non-prescription medications. They may carry only the day’s dose; it must be in the original, properly labeled container and administer according to label directions. High school nurses do not administer or store student medications. It is important for students at this age to begin to learn to manage their own medications in preparation for that responsibility after graduation.

Attendance (Students)

Student attendance policies and procedures will be defined for each campus by the building principal according to current policy. Teachers are urged to stress the importance of good attendance to all students and to follow established procedures for recording student attendance data. Good student attendance allows educational benefits for students as well as financial benefits for the district. Classroom attendance records are considered auditable documents in which teachers are held accountable for accurate records.

Bullying (Students), Policy FFH, FFI *TASB Required Notification*

All employees are **required to report** student complaints of bullying to campus principal or director. Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District.

Examples of bullying include hazing, threats, taunts, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading or ostracism.

Conduct and Discipline (Students) Policies FN series, 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.

Dietary Supplements (Students)

Dietary/herbal supplements are not regulated by the FDA to ensure quality standards, nor have they been tested for safety or effectiveness on school-aged children. This includes herbal and dietary supplements of any type, anabolic steroids, vitamins, weight reduction or enhancement supplements, muscle-building and performance-enhancing aids; these are not considered essential during school hours or school activities and will not be allowed unless administered by a parent.

Equal Educational Opportunities (Students) – Policies FB, FFH

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

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to Dr. Richard Valenta, Assistant Superintendent of Human Resources, the district's Title II and Title IX coordinator. Questions or concerns about discrimination the basis of a disability should be directed to Dr. Jamie Wilson, Superintendent, the district's Title IX and Mrs. Amy Lawrence, Director of Counseling, Section 504 coordinator.

Hazing (Students), Policy FNC

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 student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designate campus administrator.

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 teachers 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.

Psychotropic Drugs (Students), Policy FFAC (LEGAL)

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. Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

Records (Students) – 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 (if 18 or older or emancipated by a court)
- School officials with legitimate educational interests

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



TASB Required
Policy Notifications
"For All Employee"

Discrimination, Harassment & Retaliation

DH (LEGAL) and (LOCAL) Employee Standards of Conduct

FNC (LEGAL) and (LOCAL) Student Rights and Responsibilities

DIA (LOCAL) Employee Welfare

FFH (LOCAL) Student Welfare

Bullying

FFI (LOCAL) Student Welfare

Child Abuse and Neglect

BQ (LEGAL) Planning and Decision-Making Process

DH (LOCAL) and (EXHIBIT) Employee Standards of Conduct

FFG (LEGAL) and (EXHIBIT) Student Welfare

GRA (LEGAL) and (LOCAL) Relations with Governmental Entities

Early Mental Health Intervention and Suicide Prevention

FFB (LOCAL) Student Welfare

Drug-Free Workplace

DH (LOCAL) Employee Standards of Conduct

DI (LOCAL) and (EXHIBIT) Employee Welfare

EMPLOYEE STANDARDS OF CONDUCT

DH
(LEGAL)

EDUCATOR ETHICS Educators 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 State Board for Educator Certification (SBEC) shall provide for the adoption, amendment, and enforcement of an educator's code of ethics [see DH(EXHIBIT)]. SBEC is solely responsible for enforcing the ethics code for purposes related to certification disciplinary proceedings.

Education Code 21.041(8); 19 TAC 247.1(b), (c)

REPORT TO SBEC OF EDUCATOR MISCONDUCT In addition to the reporting requirement under Family Code 261.101 [see FFG], the Superintendent must file a written report with SBEC not later than the seventh day after the Superintendent first obtains or has knowledge of information indicating that:

- CRIMINAL HISTORY 1. An applicant for or holder of a certificate issued by SBEC has a reported criminal history. "Reported criminal history" means information concerning any formal criminal justice system charges and dispositions. The term includes arrests, detentions, indictments, criminal informations, convictions, deferred adjudications, and probations in any state or federal jurisdiction;
- TERMINATION 2. A certificate holder's employment at the District was terminated based on a determination that the certificate holder engaged in misconduct listed at DF(LEGAL);
- RESIGNATION 3. A certificate holder resigned and reasonable evidence supported a recommendation by the Superintendent to terminate the certificate holder based on a determination that the certificate holder engaged in misconduct listed at DF(LEGAL) [see DFE]; or
- ASSESSMENT INSTRUMENT 4. A certificate holder engaged in conduct that violated the assessment instrument security procedures established under Education Code 39.0301.

Education Code 21.006, 22.087; 19 TAC 249.3(43), .14(d)

The Superintendent may notify SBEC of any educator misconduct that the Superintendent believes in good faith may be subject to sanctions by SBEC. *19 TAC 249.14(d)*

CONTENTS OF REPORT The report shall include the name or names of any student or minor who is the victim of abuse or unlawful conduct by an educator. The report shall, at a minimum, describe in detail the factual cir-

EMPLOYEE STANDARDS OF CONDUCT

DH
(LEGAL)

circumstances requiring the report and identify the subject of the report by providing the following available information:

1. Name and any aliases;
2. Certificate number, if any, or social security number;
3. Last known mailing address and home and daytime phone numbers;
4. All available contact information for any alleged victim or victims; and
5. Name or names and any available contact information of any relevant witnesses to the circumstances requiring the report.

Education Code 21.006(c); 19 TAC 249.14(e)

The Superintendent shall include the name of a student or minor who is the victim of abuse or unlawful conduct by an educator, but the name of the student or minor is not public information under Government Code Chapter 552. [See GBAA] *Education Code 21.006(h)*

NOTICE

The Superintendent shall notify the Board and the educator of the filing of a written report with SBEC. *Education Code 21.006(d)*

SANCTIONS FOR
FAILURE TO
REPORT

A superintendent who fails to timely make a required report is subject to sanctions by SBEC. *Education Code 21.006(f); 19 TAC 249.14(e)*

IMMUNITY

A superintendent who, in good faith and while acting in an official capacity, files a report with SBEC is immune from civil or criminal liability that might otherwise be incurred or imposed. *Education Code 21.006(e)*

PUBLIC SERVANTS

All District employees are "public servants" and therefore subject to Title VIII of the Penal Code, regarding offenses against public administration, including restrictions on the acceptance of illegal gifts, honoraria and expenses, and abuse of office. *Penal Code 1.07(a)(41), Title VIII* [See DBD and BBFA]

TOBACCO USE
PROHIBITED

The Board shall prohibit smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property.

ENFORCEMENT

The Board shall ensure that District personnel enforce the policies on school property.

Education Code 38.006(1)(3) [See also FNCD and GKA]

EMPLOYEE STANDARDS OF CONDUCT

DH
(LEGAL)

DRUG AND ALCOHOL
ABUSE PROGRAM

The Board shall prohibit the use of alcoholic beverages at school-related or school-sanctioned activities on or off school property.
Education Code 38.007(a)

FEDERAL DRUG-
FREE WORKPLACE
ACT

A district that receives a direct federal grant must agree to provide a drug-free workplace by:

1. Publishing a statement notifying employees of the requirements of the federal Drug-Free Workplace Act (DFWA) and requiring that each employee be given a copy of the statement [see DI(EXHIBIT)];
2. Establishing a drug-free awareness program for employees pursuant to the DFWA;
3. Notifying the granting agency within ten days after receiving notice that an employee has been convicted under a criminal drug statute;
4. Imposing a sanction on an employee who is convicted of such a violation, or requiring the employee's satisfactory participation in a drug abuse or rehabilitation program; and
5. Making a good faith effort to continue to maintain a drug-free workplace.

41 U.S.C. 702(a)(1)

DIETARY
SUPPLEMENTS

Except as provided at Education Code 38.011(b), a District employee may not:

1. Knowingly sell, market, or distribute a dietary supplement that contains performance-enhancing compounds to a primary or secondary education student with whom the employee has contact as part of the employee's duties; or
2. Knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains performance-enhancing compounds by a primary or secondary student with whom the employee has contact as part of the employee's duties.

An employee who violates items 1 or 2, above, commits a Class C misdemeanor offense.

Education Code 38.011

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

VIOLATIONS OF
STANDARDS OF
CONDUCT

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

ELECTRONIC MEDIA

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

USE WITH
STUDENTS

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with students; and
3. Other matters deemed appropriate by the Superintendent or designee.

Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CPC]

PERSONAL USE

An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If an employee's use of electronic media violates state or

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

federal law or District policy, or 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.

SAFETY
REQUIREMENTS

Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

HARASSMENT OR
ABUSE

An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

RELATIONSHIPS WITH
STUDENTS

An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

TOBACCO USE

An employee shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. [See also GKA]

ALCOHOL AND DRUGS

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

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

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

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

EXCEPTIONS	An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee's personal use shall not be considered to have violated this policy.
NOTICE	<p>Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI(EXHIBIT)]</p> <p>A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.</p>
ARRESTS, INDICTMENTS, CONVICTIONS, AND OTHER ADJUDICATIONS	<p>An employee shall 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 the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:</p> <ol style="list-style-type: none">1. Crimes involving school property or funds;2. 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;3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or4. Crimes involving moral turpitude, which include:<ul style="list-style-type: none">• 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;• Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;• Felony driving while intoxicated (DWI); or• Acts constituting abuse or neglect under the Texas Family Code.
DRESS AND GROOMING	An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FNC
(LEGAL)

DISCIPLINE
MANAGEMENT
PROGRAM

Each school district shall adopt and implement a discipline management program to be included in the district improvement plan under Education Code 11.252. [See BQ] The program must provide for prevention of and education concerning unwanted physical or verbal aggression and sexual harassment in school, on school grounds, and in school vehicles. *Education Code 37.083(a)*

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FNC
(LOCAL)

STUDENT HANDBOOK
— STUDENT CODE OF
CONDUCT

The District's rules of conduct and discipline, maintained in the student handbook and/or the Board-adopted Student Code of Conduct, are established to achieve and maintain order in the schools, and to teach respect toward others and responsible behavior. [See FO series]

EXTRACURRICULAR
ACTIVITIES:
STANDARDS OF
BEHAVIOR

With the approval of the principal and Superintendent, a sponsor or a coach of an extracurricular activity may develop and enforce standards of behavior that are higher than the District-developed Student Code of Conduct and may condition membership or participation in the activity on adherence to those standards. [See FO]

PROHIBITED
HARASSMENT

A student shall not engage in prohibited harassment, including sexual harassment, of:

1. Another student, as defined at FFH.
2. A District employee, as defined at DIA.

While subject to the disciplinary control of the District, a student shall not engage in prohibited harassment, including sexual harassment, of another person, including a Board member, vendor, contractor, volunteer, or parent.

A student who violates this prohibition shall be subject to appropriate discipline in accordance with the Student Code of Conduct.

BEHAVIORAL
STANDARDS

The following specific policies address student conduct in the areas of:

1. Use of District technology resources — CQ
2. Attendance — FEC
3. Bullying — FFI
4. School-sponsored publications — FMA
5. Appropriate attire and grooming — FNCA
6. Damage to school property — FNCB
7. Prohibited organizations and hazing — FNCC
8. Tobacco use — FNCD
9. Use of personal telecommunications devices and other electronic devices — FNCE
10. Drug and alcohol use — FNCF
11. Weapons — FNCG
12. Assault — FNCH
13. Disruptions — FNCI, GKA

Note: This policy addresses discrimination, harassment and retaliation involving District employees. In this policy, the term “employees” includes former employees and applicants for employment. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

STATEMENT OF
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

DISCRIMINATION

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee’s employment.

HARASSMENT

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee’s race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee’s work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee’s performance, environment or employment opportunities.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

EXAMPLES

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

RETALIATION

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

EXAMPLES

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

PROHIBITED
CONDUCT

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING
PROCEDURES

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

DEFINITION OF
DISTRICT OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX
COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District des-

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

ignates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Dr. Richard Valenta
Position: Assistant Superintendent of Human Resources
Address: 1307 North Locust Street, Denton, TX 76201
Telephone: (940) 369-0000

ADA / SECTION 504
COORDINATOR

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

Name: Dr. Richard Valenta
Position: Assistant Superintendent of Human Resources
Address: 1307 North Locust Street, Denton, TX 76201
Telephone: (940) 369-0000

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE
REPORTING
PROCEDURES

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

NOTICE OF REPORT

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

INVESTIGATION OF
THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE
INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

APPEAL

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

DIA
(LOCAL)

The complainant may have a right to file a complaint with appropriate state or federal agencies.

RECORDS RETENTION Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

ACCESS TO POLICY This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

Note: This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. Note that FFH shall be used in conjunction with FFI (bullying) for certain prohibited conduct.

STATEMENT OF
NONDISCRIMINATION

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DISCRIMINATION

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

PROHIBITED
HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

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

Prohibited harassment includes dating violence as defined by this policy.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

SEXUAL HARASSMENT
BY AN EMPLOYEE

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

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

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DF]

BY OTHERS

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

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

EXAMPLES

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

GENDER-BASED
HARASSMENT

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

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

EXAMPLES

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

DATING VIOLENCE

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

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

EXAMPLES

Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

	<p>student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.</p>
RETALIATION	<p>The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation.</p>
EXAMPLES	<p>Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.</p>
FALSE CLAIM	<p>A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action.</p>
PROHIBITED CONDUCT	<p>In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.</p>
REPORTING PROCEDURES	<p>Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, other District employee, or the appropriate District official listed in this policy.</p>
STUDENT REPORT	
EMPLOYEE REPORT	<p>Any District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.</p>
DEFINITION OF DISTRICT OFFICIALS	<p>For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.</p>
TITLE IX COORDINATOR	<p>Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:</p>

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

Name: Robert Bostic
Position: Assistant Superintendent of Academic Programs
Address: 1307 North Locust Street, Denton, TX 76201
Telephone: (940) 369-0000

ADA/
SECTION 504
COORDINATOR

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

Name: Robert Bostic
Position: Assistant Superintendent of Academic Programs
Address: 1307 North Locust Street, Denton, TX 76201
Telephone: (940) 369-0000

SUPERINTENDENT

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE
REPORTING
PROCEDURES

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

NOTICE TO PARENTS

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

INVESTIGATION OF
THE REPORT

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending. If not, the District official shall refer the complaint for consideration under FFI.

If an investigation is required in accordance with this policy, the District official shall also determine whether the allegations, if proven, would constitute bullying, as defined by FFI.

If appropriate, the District shall promptly take interim action calculated to address prohibited conduct or bullying during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE
INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION
PROHIBITED
CONDUCT

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

CORRECTIVE
ACTION

Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where harassment has occurred, and reaffirming the District's policy against discrimination and harassment.

STUDENT WELFARE
FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FFH
(LOCAL)

BULLYING	If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.
IMPROPER CONDUCT	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.
CONFIDENTIALITY	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
APPEAL	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.
RECORDS RETENTION	Retention of records shall be in accordance with FB(LOCAL) and CPC(LOCAL).
ACCESS TO POLICY AND PROCEDURES	Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and readily available at each campus and the District's administrative offices.

Note: This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

BULLYING
PROHIBITED

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DEFINITION

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

EXAMPLES

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

RETALIATION

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

EXAMPLES

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

FALSE CLAIM	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
TIMELY REPORTING	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
REPORTING PROCEDURES	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.
STUDENT REPORT	
EMPLOYEE REPORT	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
REPORT FORMAT	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
PROHIBITED CONDUCT	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
INVESTIGATION OF REPORT	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
CONCLUDING THE INVESTIGATION	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.
NOTICE TO PARENTS	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

DISTRICT ACTION BULLYING	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.
DISCIPLINE	<p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
CORRECTIVE ACTION	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
TRANSFERS	The principal or designee shall refer to FDB for transfer provisions.
COUNSELING	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
IMPROPER CONDUCT	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
CONFIDENTIALITY	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
APPEAL	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
RECORDS RETENTION	Retention of records shall be in accordance with CPC(LOCAL).
ACCESS TO POLICY AND PROCEDURES	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

PLANNING AND DECISION-MAKING PROCESS

BQ
(LEGAL)

PLANNING AND
DECISION-MAKING
PROCESS

The Board shall adopt a policy to establish a District- and campus-level planning and decision-making process that will involve the professional staff of the District, parents of students enrolled in the District, business representatives, and community members in establishing and reviewing the District's and campuses' educational plans, goals, performance objectives, and major classroom instructional programs. *Education Code 11.251(b)*

The planning and decision-making requirements do not:

1. Prohibit the Board from conducting meetings with teachers or groups of teachers other than the District-level committee meetings.
2. Prohibit the Board from establishing policies providing avenues for input from others, including students or paraprofessional staff, in District- or campus-level planning and decision making.
3. Limit or affect the power of the Board to govern the public schools.
4. Create a new cause of action or require collective bargaining.

Education Code 11.251(g), .252(e)

EVALUATION

At least every two years, the District shall evaluate the effectiveness of the District's decision-making and planning policies, procedures, and staff development activities related to District- and campus-level decision making and planning to ensure that they are effectively structured to positively impact student performance. *Education Code 11.252(d)*

ADMINISTRATIVE
PROCEDURE

The Board shall ensure that an administrative procedure is provided to clearly define the respective roles and responsibilities of the Superintendent, central office staff, principals, teachers, District-level committee members, and campus-level committee members in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization.

The Board shall ensure that the District-level planning and decision-making committee will be actively involved in establishing the administrative procedure that defines the respective roles and responsibilities pertaining to planning and decision making at the District and campus levels.

Education Code 11.251(d)

FEDERAL
REQUIREMENTS

The District policy must provide that all pertinent federal planning requirements are addressed through the District- and campus-level planning process. *Education Code 11.251(f)*

PLANNING AND DECISION-MAKING PROCESS

BQ
(LEGAL)

REQUIRED PLANS

The Board shall ensure that a District improvement plan and improvement plans for each campus are developed, reviewed, and revised annually for the purpose of improving the performance of all students. The Board shall annually approve District and campus performance objectives and shall ensure that the District and campus plans:

1. Are mutually supportive to accomplish the identified objectives; and
2. At a minimum, support the state goals and objectives under Education Code Chapter 4.

Education Code 11.251(a)

SHARED SERVICES
ARRANGEMENT
FOR DAEP
SERVICES

A district participating in a shared services arrangement for disciplinary alternative education program (DAEP) services shall ensure that the District improvement plan and each campus-level plan include the performance of the DAEP student group for the District. The identified objectives for the improvement plans shall include:

1. Student groups served, including overrepresentation of students from economically disadvantaged families, with ethnic and racial representations, and with a disability who receive special education and limited English proficiency services;
2. Attendance rates;
3. Pre- and post-assessment results;
4. Dropout rates;
5. Graduation rates; and
6. Recidivism rates.

19 TAC 103.1201(b)

DISTRICT
IMPROVEMENT
PLAN

The District shall have a District improvement plan that is developed, evaluated, and revised annually, in accordance with District policy, by the Superintendent with the assistance of the District-level committee. The purpose of the District improvement plan is to guide District and campus staff in the improvement of student performance for all student groups, including students in special education programs under Education Code Chapter 29, Subchapter A, in order to attain state standards in respect to the student achievement indicators. *Education Code 11.252(a)* [See AIA]

The District improvement plan must include provisions for:

1. A comprehensive needs assessment addressing performance on the student achievement indicators, and other appropriate

- measures of performance, that are disaggregated by all student groups served by the District, including categories of ethnicity, socioeconomic status, sex, and populations served by special programs, including students in special education programs under Education Code Chapter 29, Subchapter A.
2. Measurable District performance objectives for all appropriate student achievement indicators for all student populations, including students in special education programs under Education Code Chapter 29, Subchapter A, and other measures of student performance that may be identified through the comprehensive needs assessment.
 3. Strategies for improvement of student performance that include:
 - a. Instructional methods for addressing the needs of student groups not achieving their full potential.
 - b. Methods for addressing the needs of students for special programs, including:
 - (1) Suicide prevention programs adopted by the District, if any, in accordance with Health and Safety Code Chapter 161, Subchapter O-1 [see FFB];
 - (2) Conflict resolution programs;
 - (3) Violence prevention programs; and
 - (4) Dyslexia treatment programs.
 - c. Dropout reduction.
 - d. Integration of technology in instructional and administrative programs.
 - e. Discipline management.
 - f. Staff development for professional staff of the District.
 - g. Career education to assist students in developing the knowledge, skills, and competencies necessary for a broad range of career opportunities.
 - h. Accelerated education.
 4. Strategies for providing to middle school, junior high school, and high school students, those students' teachers and counselors, and those students' parents information about:
 - a. Higher education admissions and financial aid opportunities.

PLANNING AND DECISION-MAKING PROCESS

BQ
(LEGAL)

- b. The TEXAS grant program and the Teach for Texas grant program.
 - c. The need for students to make informed curriculum choices to be prepared for success beyond high school.
 - d. Sources of information on higher education admissions and financial aid.
5. Resources needed to implement identified strategies.
 6. Staff responsible for ensuring the accomplishment of each strategy.
 7. Time lines for ongoing monitoring of the implementation of each improvement strategy.
 8. Formative evaluation criteria for determining periodically whether strategies are resulting in intended improvement of student performance.

Education Code 11.252(a)

9. A discipline management program providing for prevention of and education concerning unwanted physical or verbal aggression, sexual harassment, and other forms of bullying in schools, on school grounds, and in school vehicles. *Education Code 37.083(a)*
10. A dating violence policy that must:
 - a. Include a definition of dating violence that includes the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship, as defined by Family Code 71.0021; and
 - b. Address safety planning, enforcement of protective orders, school-based alternatives to protective orders, training for teachers and administrators, counseling for affected students, and awareness education for students and parents.

Education Code 37.0831 [See FFH]

11. A policy addressing sexual abuse and other maltreatment of children that must include:
 - a. Methods for increasing staff, student, and parent awareness of issues regarding sexual abuse and other maltreatment of children, including prevention techniques and knowledge of likely warning signs indicating that a

child may be a victim of sexual abuse or other maltreatment, using resources developed by TEA. These methods must include the staff training described at Education Code 38.0041(c) [see DMA];

- b. Actions that a child who is a victim of sexual abuse or other maltreatment should take to obtain assistance and intervention; and
- c. Available counseling options for students affected by sexual abuse or other maltreatment.

The policy must be included in any informational handbook provided to students and parents.

Education Code 38.0041

The District's plan for the improvement of student performance is not filed with TEA, but the District must make the plan available to TEA on request. *Education Code 11.252(b)*

CAMPUS-LEVEL
PLAN

Each school year, the principal of each school campus, with the assistance of the campus-level committee, shall develop, review, and revise the campus improvement plan. The purpose of the campus-level plan is to improve student performance for all student populations, including students in special education programs under Education Code Chapter 29, Subchapter A, with respect to the student achievement indicators and any other appropriate performance measures for special needs populations. *Education Code 11.253(c)*

Each campus improvement plan must:

1. Assess the academic achievement for each student in the school using the student achievement indicator system.
2. Set the campus performance objectives based on the student achievement indicator system, including objectives for special needs populations, including students in special education programs under Education Code Chapter 29, Subchapter A.
3. Identify how the campus goals will be met for each student.
4. Determine the resources needed to implement the plan.
5. Identify staff needed to implement the plan.
6. Set time lines for reaching the goals.
7. Measure progress toward the performance objectives periodically to ensure that the plan is resulting in academic improvement.

PLANNING AND DECISION-MAKING PROCESS

BQ
(LEGAL)

8. Provide for a program to encourage parental involvement at the campus.
9. Include goals and methods for violence prevention and intervention on campus.
10. If the campus is an elementary, middle, or junior high school, set goals and objectives for the coordinated health program at the campus based on:
 - a. Student fitness assessment data, including any data from research-based assessments such as the school health index assessment and planning tool created by the federal Centers for Disease Control and Prevention;
 - b. Student academic performance data;
 - c. Student attendance rates;
 - d. The percentage of students who are educationally disadvantaged;
 - e. The use and success of any method to ensure that students participate in moderate to vigorous physical activity; and
 - f. Any other indicator recommended by the local school health advisory council.

Education Code 11.253(d)

STUDENT WELFARE
CHILD ABUSE AND NEGLECT

FFG
(LEGAL)

ANTIVICTIMIZATION PROGRAM	The District shall provide child abuse antivictimization programs in elementary and secondary schools. <i>Education Code 38.004</i>
DUTY TO REPORT BY ANY PERSON	Any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as required by law. <i>Family Code 261.101(a)</i>
BY A PROFESSIONAL	<p>Any professional who has cause to believe that a child has been or may be abused or neglected shall make a report as required by law. The report must be made within 48 hours after the professional first suspects abuse or neglect.</p> <p>A professional may not delegate to or rely on another person to make the report.</p> <p>A "professional" is a person who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, and juvenile detention or correctional officers.</p> <p><i>Family Code 261.101(b)</i></p>
PSYCHOTROPIC DRUGS AND PSYCHOLOGICAL TESTING	<p>An employee may not use or threaten to use the refusal of a parent, guardian, or managing or possessory conservator to administer or consent to the administration of a psychotropic drug to a child, or to consent to any other psychiatric or psychological testing or treatment of the child, as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:</p> <ol style="list-style-type: none">1. Presents a substantial risk of death, disfigurement, or bodily injury to the child; or2. Has resulted in an observable and material impairment to the growth, development, or functioning of the child. <p><i>Education Code 26.0091; Family Code 261.111(a)</i> [See FFAC]</p>
CONTENTS OF REPORT	<p>The report should reflect the reporter's belief that a child has been or may be abused or neglected or has died of abuse or neglect. The person making the report shall identify, if known:</p> <ol style="list-style-type: none">1. The name and address of the child;2. The name and address of the person responsible for the care, custody, or welfare of the child; and3. Any other pertinent information concerning the alleged or suspected abuse or neglect. <p><i>Family Code 261.103, .104</i></p>

STUDENT WELFARE
CHILD ABUSE AND NEGLECT

FFG
(LEGAL)

TO WHOM REPORTED If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to the Texas Department of Family and Protective Services (DFPS), unless the report is made under item 3, below, or the report involves a juvenile justice program or facility [see JJAEPS, below].

All other reports shall be made to:

1. Any local or state law enforcement agency;
2. The DFPS, including a local office where available;
3. The state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or
4. The agency designated by the court to be responsible for the protection of children.

Family Code 261.103; 19 TAC 61.1051(a)(1)

JJAEPS

Any report of alleged abuse, neglect, or exploitation in a juvenile justice program or facility shall be made to the Texas Juvenile Probation Commission and a local law enforcement agency for investigation. The term "juvenile justice program" includes a juvenile justice alternative education program. *Family Code 261.405(a)(2)(A), (b)*

IMMUNITY FROM
LIABILITY

A person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect or who testifies or otherwise participates in a judicial proceeding arising from a report, petition, or investigation of alleged child abuse or neglect is immune from any civil or criminal liability that might otherwise be incurred or imposed. *Family Code 261.106*

The District may not suspend or terminate the employment of, or otherwise discriminate against, a professional who makes a good faith report of abuse or neglect. *Family Code 261.110* [See DG]

CRIMINAL OFFENSES
FAILURE TO
REPORT

A person commits a class A misdemeanor if he or she has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect and knowingly fails to report it as provided by law. *Family Code 261.109*

Failure to report child abuse or neglect violates the Educator's Code of Ethics and may result in sanctions against an educator's certificate, as addressed in 19 Administrative Code Chapter 249. *19 TAC 61.1051(a)(2)(A)*

STUDENT WELFARE
CHILD ABUSE AND NEGLECT

FFG
(LEGAL)

FALSE REPORT	A person commits an offense if, with the intent to deceive, the person knowingly makes a report of abuse and neglect that is false. The offense is a state jail felony, except that it is a felony of the third degree if the person has previously been convicted of the offense. <i>Family Code 261.107(a)</i>
COERCION	An employee who coerces another into suppressing or failing to report child abuse or neglect to a law enforcement agency commits a Class C misdemeanor offense. <i>Penal Code 39.06</i>
CONFIDENTIALITY	<p>A report of alleged or suspected abuse or neglect and the identity of the person making the report is confidential and not subject to release under Government Code Chapter 552 (Public Information Act). Such information may be disclosed only for purposes consistent with federal or state law or under rules adopted by an investigating agency. <i>Family Code 261.201</i></p> <p>Unless waived in writing by the person making the report, the identity of an individual making a report under this chapter is confidential and may be disclosed only to a law enforcement officer for the purposes of a criminal investigation of the report, or as ordered by a court under Family Code 261.201. <i>Family Code 261.101(d)</i></p>
INVESTIGATIONS REPORTS TO DISTRICT	<p>If the DFPS initiates an investigation and determines that the abuse or neglect involves an employee of a public primary or secondary school, and that the child is a student at the school, the department shall orally notify the superintendent of the district in which the employee is employed. <i>Family Code 261.105(d)</i></p> <p>The DFPS shall send a written report of its investigation, as appropriate, to the school principal, unless the principal is alleged to have committed the abuse or neglect, to the Board, and to the Superintendent. The report shall be edited to protect the identity of the person who made the report. <i>Family Code 261.406(b)</i></p>
INTERVIEW OF STUDENT	The investigating agency shall be permitted to interview the child at any reasonable time and place, including at the child's school. <i>Family Code 261.302(b)</i> [See GRA]
INTERFERENCE WITH INVESTIGATION	A person may not interfere with an investigation of a report of child abuse or neglect conducted by the DFPS. <i>Family Code 261.303(a)</i>
REPORTING POLICY	<p>The Board shall establish and annually review policies for reporting child abuse and neglect. The policies shall follow the requirements of Family Code Chapter 261.</p> <p>The policies must require every school employee, agent, or contractor who suspects child abuse or neglect to submit a written or oral report to at least one of the authorities listed above (see TO</p>

WHOM REPORTED) within 48 hours or less, as determined by the Board, after learning of facts giving rise to the suspicion.

The policies must also be consistent with 40 Administrative Code Chapter 700 regarding investigations by the DFPS, including regulations governing investigation of abuse by school personnel and volunteers. *19 TAC 61.1051(a)(3)*. [See GRA]

The policies must notify school personnel of the following:

1. Penalties under Penal Code 39.06 (misuse of official information), Family Code 261.109 (failure to report), and 19 Administrative Code Chapter 249 (actions against educator's certificate) for failure to submit a required report of child abuse or neglect;
2. Prohibitions against interference with an investigation of a report of child abuse or neglect, including:
 - a. The prohibition, under Family Code 261.302 and 261.303, against denying an investigator's request to interview a student at school; and
 - b. The prohibition, under Family Code 261.302, against requiring the presence of a parent or school administrator during an interview by an investigator.
3. Immunity provisions applicable to a person who reports child abuse or neglect or otherwise assists an investigation in good faith;
4. Confidentiality provisions relating to a report of suspected child abuse or neglect;
5. Any disciplinary action that may result from noncompliance with the District's reporting policy;
6. The prohibition under Education Code 26.0091 (see PSYCHOTROPIC DRUGS AND PSYCHOLOGICAL TESTING, above); and
7. The current toll-free number for the DFPS.

The policies must not require that school personnel report suspicions of child abuse or neglect to a school administrator before making a report to one of the agencies listed above.

19 TAC 61.1051(a)(2), (5)

STUDENT WELFARE
CHILD ABUSE AND NEGLECT

FFG
(LEGAL)

ANNUAL DISTRIBUTION AND STAFF DEVELOPMENT	The policies shall be distributed to all personnel at the beginning of each school year and shall be addressed in staff development programs at regular intervals determined by the Board. <i>19 TAC 61.1051(b)</i>
ABUSE OF DISABLED PERSONS	<p>A person having cause to believe that a disabled person over the age of 18 or who has had the disabilities of minority removed is in a state of abuse, neglect, or exploitation shall report the information immediately to the DFPS.</p> <p>A person commits a class A misdemeanor if the person has cause to believe that a disabled person has been abused, neglected, or exploited or is in a state of abuse, neglect, or exploitation and knowingly fails to report.</p> <p>A person filing a report or testifying or otherwise participating in any judicial proceeding arising from a petition, report, or investigation is immune from civil or criminal liability on account of his or her petition, report, testimony, or participation, unless the person acted in bad faith or with a malicious purpose.</p> <p><i>Human Resources Code 48.051, .052, .054</i></p>

Notice of Employee Responsibilities for Reporting Child Abuse and Neglect

What are the District's policies addressing child abuse or neglect and my responsibilities for reporting suspected child abuse or neglect?

The applicable District policies—FFG(LEGAL), GRA(LEGAL) and (LOCAL), and DH(LOCAL) and (EXHIBIT)—are enclosed in this packet. This distribution is required by state law. At regular intervals, these policies will be addressed in staff development as well. If you have any questions about these policies, please contact _____ (District official) at _____ (telephone number).

What are my legal responsibilities for reporting if I suspect that a child has been or may be abused or neglected?

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).

Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

Are there any restrictions on reporting?

Under state law, an employee is prohibited from using or threatening to use a parent's refusal to consent to administration of a psychotropic drug or to any other psychiatric or psychological testing or treatment of a child as the sole basis for making a report of neglect, unless the employee has cause to believe that the refusal:

- Presents a substantial risk of death, disfigurement, or bodily injury to the child; or
- Has resulted in an observable and material impairment to the growth, development, or functioning of the child.

To whom do I make a report?

Reports may be made to any of the following:

- A local or state law enforcement agency: _____
(include telephone numbers as appropriate)
- The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400) or on the Web at www.txabusehotline.org; or
- If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to CPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

Reporting your suspicion to a school counselor, a principal, or another school staff member does NOT fulfill your responsibilities under the law. Furthermore, the District cannot require you to report your suspicion first to a school administrator.

Will my report be kept confidential?

State law requires that the identity of a person making a report of suspected child abuse or neglect be kept confidential.

Will I be liable in any way for making a report?

A person who reports or assists in the investigation of a report of child abuse or neglect in good faith is immune from civil or criminal liability.

What will happen if I don't report suspected child abuse or neglect?

By failing to report a suspicion of child abuse or neglect:

- You may be placing a child at risk of continued abuse or neglect;
- You are violating the law and may be subject to legal penalties, including criminal sanctions;
- You are violating Board policy and may be subject to disciplinary action, including possible termination of your employment; and
- Your certification from the State Board for Educator Certification may be suspended, revoked, or cancelled.

What are my responsibilities regarding investigations of abuse or neglect?

State law specifically prohibits school officials from:

- Denying an investigator's request to interview a child at school in connection with an investigation of child abuse or neglect; or
- Requiring that a parent or school employee be present during the interview.

School personnel must cooperate fully and may not interfere with an investigation of reported child abuse or neglect.

RELATIONS WITH GOVERNMENTAL ENTITIES
STATE AND LOCAL GOVERNMENTAL AUTHORITIES

GRA
(LEGAL)

CPS INVESTIGATIONS
AT SCHOOL

A school official may not refuse to permit a Child Protective Services (CPS) investigator to interview at school a student who is alleged to be a victim of abuse or neglect under Family Code 261. A school official may not require the CPS investigator to permit District personnel to be present at a student interview conducted at school. *Family Code 261.302(b), .303(a); Atty. Gen. Op. DM-476 (1998)*

A person that has confidential locating or identifying information regarding a family that is the subject of a CPS investigation shall release that information to the Texas Department of Family and Protective Services (DFPS) on request. The release of information to DFPS as required by this subsection by a person is not subject to Government Code 552.352 or any other law providing liability for the release of confidential information. *Family Code 261.303(e)*

CPS INVESTIGATIONS
OF SCHOOLS

On receipt of a report of alleged or suspected child abuse or neglect in a public school, DFPS shall perform an investigation as provided by Family Code 261. Investigations of school personnel or volunteers for child abuse or neglect shall be conducted by CPS in accordance with the procedures adopted in DFPS rule. *Family Code 261.406; 40 TAC 700.401–.412*

NOTICE TO
PRINCIPAL

Prior to conducting an investigation of school personnel or volunteers, CPS shall notify the school principal (or the principal's supervisor if the school principal is an alleged perpetrator) of the fact that a report has been assigned for investigation, the nature of the allegations contained in the report, and the date and time when the investigator plans to visit the school campus to begin the investigation.

The CPS investigator must request that the school principal (or the principal's supervisor) not alert the alleged perpetrator or others regarding the report until the investigator has first had an opportunity to interview the alleged perpetrator.

40 TAC 700.407

INTERVIEWS

School officials or other persons related to the school setting may not interfere with an investigation of a report of child abuse or neglect conducted by DFPS. Interviews and examinations in a school investigation may take place on or off the school premises, as deemed appropriate by the CPS investigator, provided the investigator notifies the school principal (or that individual's supervisor in the event that the principal is the alleged perpetrator) prior to conducting an interview or examination on school premises.

PARTICIPANTS

CPS may request that school personnel or volunteers not be present during the interview or examination of an alleged victim, an

alleged perpetrator, an adult or child witness, or any other person who may have information relevant to the investigation if the investigator determines that:

1. The presence of school personnel or volunteers would compromise the integrity of the investigation; or
2. A better interview or examination of the child would result without school personnel or volunteers being present.

Family Code 261.303; 40 TAC 700.409(a)

REPORT OF
FINDINGS

After DFPS has closed the school investigation, CPS shall provide a report of the investigation to TEA, SBEC, the Board President, and the school principal, unless the principal is the alleged perpetrator.

CPS need not provide a report of the investigation if a report of abuse or neglect is closed administratively prior to notification to any school official that a report was received by DFPS.

40 TAC 700.411(a), (d)

STUDENTS TAKEN
INTO CUSTODY

A child may be taken into custody under Family Code Title 3 (Juvenile Justice Code):

1. Pursuant to an order of the juvenile court.
2. Pursuant to the laws of arrest.
3. By a law enforcement officer, including a District peace officer, if there is probable cause to believe the student has engaged in a criminal violation, delinquent conduct, conduct indicating a need for supervision, or conduct that violates a condition of probation.
4. By a probation officer, if there is probable cause to believe the student has violated a condition of probation or a condition of release.
5. Pursuant to a directive to apprehend issued by a juvenile court.
6. By a law enforcement officer, to take the child's fingerprints or photograph, as set forth at Family Code 58.021.

Family Code 52.01(a), 58.021

In addition, a child may be taken into custody without a court order:

1. By an authorized representative of the DFPS, a law enforcement officer, or a juvenile probation officer under the

RELATIONS WITH GOVERNMENTAL ENTITIES
STATE AND LOCAL GOVERNMENTAL AUTHORITIES

GRA
(LEGAL)

conditions set out in Family Code 262.104, relating to the student's physical health or safety; or

2. As otherwise provided by Family Code Chapter 262 (Suit by Governmental Entity to Protect Health and Safety of Child).

Family Code Chapter 262

STUDENTS IN
CUSTODY

A person taking a child into custody may, if school is in session and the child is a student, bring the child to the campus to which the child is assigned if the principal, the principal's designee, or a peace officer assigned to the campus agrees to assume responsibility for the child for the remainder of the school day. *Family Code 52.02(a)(7)*

RELATIONS WITH GOVERNMENTAL ENTITIES
STATE AND LOCAL GOVERNMENTAL AUTHORITIES

GRA
(LOCAL)

CHILD ABUSE
INVESTIGATION

When a representative of the Department of Family and Protective Services or another lawful authority desires to question or interview a student at school as part of a child abuse investigation, the principal shall cooperate fully with the official's requests regarding the conditions of the interview or questioning.

QUESTIONING OF
STUDENTS

When law enforcement officers or other lawful authorities desire to question or interview a student at school for any purpose other than a child abuse investigation, the following guidelines shall apply:

1. The principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
2. The principal ordinarily shall make reasonable efforts to notify the student's parents or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, parents shall not be notified. The principal or designee shall document in writing the reason given for not notifying the parents.
3. An investigation conducted by DFPS may exclude the principal or a designee, and any other individual from being present during the questioning or interview. If the principal or designee is excluded by a DFPS investigator, the principal or designee shall document in writing the exclusion by noting the date, time, and badge number and/or identification number. A photocopy of the badge and/or identification number and name of the DFPS investigator shall be kept on file by the principal.

STUDENTS TAKEN
INTO CUSTODY

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity. To the best of his or her ability, the principal shall verify the official's authority to take custody of the student [see GRA] and then shall deliver over the student.

The principal shall immediately notify the Superintendent and ordinarily shall notify the parents or other person having lawful control of the student. If the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents at that time, the principal shall not notify the parents.

STUDENT WELFARE
CRISIS INTERVENTION

FFB
(LOCAL)

MENTAL HEALTH
INTERVENTION /
SUICIDE PREVENTION
PROGRAM

The District shall implement a program for early mental health intervention and suicide prevention for students, which shall include training for appropriate District staff on early warning signs and the possible need for intervention.

LIAISON

The Superintendent or designee shall appoint at least one employee to serve as a liaison for the purpose of identifying students who may be in need of mental health intervention or who may be at risk of committing suicide. The District shall publish the name and contact information of the liaison in the student handbook.

MAKING A REPORT

In accordance with the District's program, District staff shall report to the liaison a student who displays early warning signs indicating a possible need for early mental health intervention or who may be at risk of committing suicide.

NOTICE TO PARENT

When the liaison receives a report that a student is possibly in need of mental health intervention or at risk of committing suicide, the liaison shall notify the student's parent and provide information about available counseling options.

MEDICAL
SCREENINGS

Only a student's parent may consent to a medical screening. Unless a student's parent has provided prior consent, no medical screening shall be used as part of the process of identifying whether a student is possibly in need of intervention or at risk of committing suicide.

EMPLOYEE WELFARE

DI
(LOCAL)

DRUG-FREE
AWARENESS
PROGRAM

The District shall maintain a drug-free environment and shall establish, as needed, a drug-free awareness program complying with federal requirements. [See DH] The program shall provide applicable information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The District's policy of maintaining a drug-free environment. [See DH(LOCAL)]
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions. [See DI(EXHIBIT)]

EMPLOYEE
RESPONSIBILITY

All fees or charges associated with drug/alcohol abuse counseling or rehabilitation shall be the responsibility of the employee.

DRUG-FREE WORKPLACE NOTICE

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).

[This notice complies with the requirements of the federal Drug-Free Workplace Act (41 U.S.C. 702).]



TASB Required
Policy Notifications
"For Teachers & Administrators"

TEA Education Code 37

37.001 Through 37.021

Documents pertaining to Student Discipline may be found at TEA's website:

<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.37.htm>