



2021-2022

Denton ISD Employee Handbook

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

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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 online at <http://pol.tasb.org/Home/Index/383>, contains further details about district operations. 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, Assistant Superintendent of Human Resources 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 four (4) comprehensive high schools, eight (8) middle schools, twenty-four (24) elementary schools, two early childhood centers, an alternative high school, an advanced technology complex and other specialized schools and centers.

Cities, communities and major developments in Denton ISD include: Argyle, Bartonville, Copper Canyon, Corinth, Cross Oaks Ranch, Cross Roads, Denton, Double Oak, Lantana, Oak Point, Paloma Creek, Pecan Creek, Providence, Robson Ranch, Savannah and Shady Shores.

District Map

A variety of school attendance maps (i.e. campus, high school zones & middle school zones) are available on our District website at <https://www.dentonisd.org/Page/90462>

Administration

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 division/department as listed below.

Superintendent Office

- Assistant Superintendent of Academic Programs
- Assistant Superintendent of Administrative Services
- Assistant Superintendent of Curriculum, Instruction & Staff Development
- Assistant Superintendent of Human Resources
- Technology Information Officer
- Executive Director of Operations
- Publications/Communications Department

Deputy Superintendent

- Executive Director of Budget
- Executive Director of Child Nutrition and Benefits
- Executive Director of Financial Operations
 - Director of Finance
 - Director of Purchasing
- Director of Payroll

Associate Superintendent of Curriculum, Instruction & Staff Development

- Executive Director of Special Education
 - Director of Advanced Academics/EXPO
 - Director of Bilingual/ESL Education
 - Director of Digital Learning
-

- Director of Elementary Curriculum
- Director of Secondary Curriculum
- Director of Special Education

Assistant Superintendent for Academic Programs

- Area Superintendent Academic Programs – Braswell Zone
 - Director of Student/Campus Support
 - Director of Athletics
 - Director of Health Services
 - Director of District Security
- Area Superintendent Academic Programs – Denton Zone ***Student 504 Coordinator***
 - Director of Early Childhood
 - Coordinator of FMDS
 - Coordinator Gallian
 - Coordinator of 504 & Dyslexia
- Area Superintendent Academic Programs – Guyer Zone
 - Director of Fine Arts
 - Director of District Services *Employee Title IX (Student Issues)
- Area Superintendent Academic Programs – Ryan Zone & ATC ***Student Title IX Coordinator***
 - Director of CTE
 - Director of Guidance and Counseling
- Director of Adult Education Literacy, Grants & Community Development

Assistant Superintendent of Human Resources ***Employee Title IX (Employee Issues) and 504 Coordinator***

- Executive Director – Elementary
- Executive Director – Secondary & Support Staff
- Director of Staff Engagement
- Director of Employee Relations

Technology Information Officer

- Information System Officer
- Senior Architect, EIS
- Senior Architect, Informatics

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 at large annually and serve three-year rotating terms. Trustees serve without compensation, must be registered voters, and must reside in the district. Current board members include the following: Doug Chadwick (President), Barbara Burns, Mia Price (Vice President), Charles Stafford (Secretary), Dr. Jim Alexander, Sheryl English and Dr. Patricia Sosa-Sánchez.

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 one hour notice (per Texas Government Code §551.045).

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 and certain confidential personnel matters.

Board Meeting Schedule 2021-22

The dates for the 2021-22 school year may be found on the Board of Trustees website at <https://www.dentonisd.org/trustees>.

Calendar 2021-22

Current school calendars are available on the district website in English and Spanish at the following link [2021-22 School Calendar](#)

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, 24 elementary campuses, 8 middle schools, 4 comprehensive high schools, one alternative high school, an Advanced Technology Complex (ATC), the Davis School, and Joe Dale Sparks campus while serving over 30,000 students. The current grade configuration is to operate K–5 elementary schools (Pre-K is available at some locations), 6–8 middle schools, and 9–12 high schools.

Central Services

Multiple buildings and departments are now located near the main complex near Locust/Elm/Bolivar streets.

BUILDING NAME	LOCATION	KEY DEPARTMENTS
Cox Communications Center	1212 N. Elm Street	Community Relations Communications

		Risk Management
Fred Moore High School	815 Cross Timbers Street	Adult and Community Education
Giese Support Services Building	1303 N Elm Street	Accounts Payable Bilingual / ESL Child Nutrition Dyslexia Early Childhood Employee Leave/Workers Comp Grants Purchasing Special Ed Student/Campus Support Travel
Portable #53	1400 Malone Street	Extended School Day
Publications Center	1203 N Elm Street	Publications
Ramsey Professional Development Center (PDC)	1212 Bolivar Street	Curriculum & Instruction Data & Assessment Digital Learning Federal Programs Gifted & Talented/EXPO Instructional Technology Library Services
Sisk Service Center Annex	230 N. Mayhill Road	Operation Maintenance Warehouse
Stephens Building	1307 N. Locust Street	Academic Programs Denton Public School Foundation Human Resources Deputy Superintendent's Office Benefits Payroll Superintendent's Office
Technology Center	200 W. Congress Street	Technology
Transportation (Main)	5093 E McKinney Street	Transportation
Transportation (East)	1701 Navo Road, Aubrey	Transportation

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, Executive 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 Executive Cabinet

The Superintendent’s Executive Cabinet functions primarily to provide counsel and advice to the superintendent in helping to identify and resolve potential problems surrounding the planning and coordination of district functions as related to district initiatives, projects, budget, staffing considerations, etc. Meetings are conducted on an as needed basis to discuss relevant items as related to specific district functions.

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. Cabinet meetings are open to Director level personnel and above or upon invitation. 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 employees are required to report their absences through the district substitute calling system (AESOP). This automated system is now managed by our partnering substitute solutions company called ESS. ESS is a leader in K-12 staffing and is now responsible for the hiring, staffing, and placement of substitute teachers, nurses, paraprofessionals, and more. The system will contact substitute teachers and other substitute personnel to fill vacancies. Absences can be reported 24 hours a day. AESOP offers both phone and web services. Specific instructions for using the system and to apply for substitute jobs are available online at www.ESS.jobs or all 1-800-641-0140.

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

Classroom / Building Supervision

Supervision of students at all times is of paramount importance. All employees are responsible for providing appropriate supervision of students. Principals will provide campus-level expectations for supervision.

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.

Curriculum and Instruction

All teachers in Denton ISD are expected to follow the expected standards of curriculum delivery as found on the Denton ISD Curriculum, Instruction, and Staff Development website

<http://www.dentonisd.org/site/Default.aspx?PageID=44138>. The elementary curriculum, secondary curriculum, bilingual/ESL curriculum, advanced academics/EXPO, and special education departments have outlined curriculum units, timelines and additional resources that further assist and inform teachers of acceptable practice in Denton ISD. As example, the Denton ISD developed *Keys to Literacy* is the document that specifies acceptable literacy instruction for each elementary grade level. Further, additional instructional delivery methods may be established throughout the year. Professional development is offered at the district and campus level to ensure

all teachers are provided with adequate knowledge and background to sufficiently use the provided Denton ISD curriculum and identified instructional methods. Moreover, DISD Board Policy Section E delineates instructional parameters.

Teachers will use the Denton ISD curriculum with face-to-face, hybrid, short-term school closures, and remote-learning environments. Additionally, teachers will use DISD approved student digital learning platforms. Exceptions to this practice must have prior approval from the teacher's principal.

Duty Hours

Campus principals will provide expectations for staff duty hours, based upon campus needs. In general, the following are guidelines:

TYPE	LEVEL	HOURS
Duty Hours (Teachers/Professional)	Elementary	7:35 a.m. – 3:35 p.m.
	Middle School	7:45 a.m. – 3:45 p.m.
	High School	8:30 a.m. – 4:30 p.m.
	Juvenile Detention	7:30 a.m. – 3:30 p.m.
	Advanced Tech Center	7:35 a.m. – 3:30 p.m.
Duty Hours (Paraprofessional)	Elementary	7:30 a.m. – 4:00 p.m.
	Secondary	8:00 a.m. – 4:30 p.m.

Principals may adjust hours based upon campus requirements. Paraprofessionals are required to be scheduled eight (8) working hours per day outside the non-paid lunch break. Professional staff may be expected to perform duties outside the normal duty hours.

HR ALERT: Duty hours/locations/days may be altered due to the COVID-19 pandemic as needed.

Employee Access Center (EAC)

The Employee Access Center (EAC) is a DISD Intranet feature that allows employees to personally access and review all their pertinent information. In addition, **employees are required** to update their address, phone numbers, emergency contact fields (names/numbers). Employees are not allowed to changed names in the EAC.

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 are 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.

Line of Authority

Department employees are under the guidance of their directors/supervisors.

All teachers are under the guidance of their principals, for the desirable growth and development of children at every level. Additional campus personnel are responsible to the principal(s) in whose building(s) they serve.

- When teachers serve more than one school, the principal where the teacher is assigned for payroll purposes will have basic responsibility for coordinating schedules and the supervisory activity. However, the principal will consult the other principal(s) and/or supervisors/directors concerned with the program when appropriate. Directors and supervisors will advise and share in the technical and program supervision.
- In matters of potential conflict between or among teachers, principals, or other supervisory personnel, the principal has authority pending resolution by the appropriate supervisor.
- Staff members should seek clarification from their principal, director or Human Resources if they have questions concerning who their immediate supervisor is or their responsibilities.

Off-Site or Remote Work Protocol

Working off-site or remotely does not alter an employee's job duties, obligations, responsibilities and/or conditions of employment with Denton ISD unless specifically agreed upon in writing. Off-Site and Remote Work Protocol is subject to the following conditions and expectations:

Eligibility:

This Off-Site Protocol is available only to those deemed eligible at Denton ISD's sole discretion. The decision to allow an employee to work remotely may be altered or revoked at any time. Supervisors will determine an employee's eligibility to work remotely by analyzing factors including, but not limited to, the employee's ability to perform their job functions remotely, the employee's access to equipment, and the employee's access to proper internet connections. Not all work performed by Denton ISD lends itself to remote work. Thus, please speak with your supervisor about responsibilities and obligations during the remote work period and whether your work is conducive to a remote working policy.

Off-Site Workspace:

The employee's workspace must be kept in a safe condition, free from hazards to both the employee and the equipment. If, while working from an Off-Site workspace, the employee experiences technical issues with his or her computer or internet access that prevents the employee from working remotely, the employee must notify his or her supervisor immediately. Interruptions to work caused by internet outages may require the employee to return to work on-site for the remainder of the day, or until the outage is fixed.

Remote Meetings:

It is the expectation of Denton ISD that employees continue to perform work functions and be available to attend remote meetings or calls in the same manner as if the employee were working on-site. Employees working from a designated workspace will be expected to attend all essential meetings via video conference or by phone.

Rules and Policies:

All of Denton ISD's rules and policies, including those set forth in this Employee Handbook, apply while working from a designated workspace. These policies include, but are not limited to, policies regarding attendance, confidentiality, and policies prohibiting harassment. Employees are reminded that this Off-Site and Remote Work Protocol is not to be used in place of sick leave, local leave, loca leave, FMLA leave, etc. Denton ISD is not responsible for any expenses related to remote work during this period.

Designated Work Time:

Employees must follow their regular assigned work schedule, unless otherwise discussed with and approved by the employee's supervisor. Employees who are not exempt from the overtime requirements of federal and state laws will be required to accurately record all hours worked and submit accurate time records to their supervisors. Overtime hours will require the advance approval of the employee's supervisor. Non-exempt employees are also expected to adhere to the meal and rest break policies set forth in this Employee Handbook and are expected to accurately record their breaks when submitting time records to their supervisor. Failure to comply with these requirements may result in the immediate termination of the remote working arrangement.

All arrangements for childcare, elder care, repair persons, etc. must be arranged so as not to interfere with the employee's regular work schedule, except as approved by the employee's supervisor. Employees are required to be in attendance for work functions and may be required to attend meetings at the Denton ISD offices at any time during the normal work schedule.

Confidentiality and Security:

Employees working remotely are reminded that even if they are working from a designated workspace, they are bound by any confidentiality and/or security policies of Denton ISD. Thus, consistent with Denton ISD's expectations of information security for employees working in the office, remote employees will be expected to ensure the protection of proprietary district and student information accessible from their home office.

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 are encouraged to review the Purchasing Manual for purchasing processes and procedures. The Purchasing Manual can be found on the Purchasing page of the District website by signing into the staff portal.

Research Projects

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

Transportation of Students

Employees may not transport students in their personal vehicles. In the event of an accident, the employee's private insurance will become the primary insurance to cover the student since district liability insurance does not cover students being transported in private vehicles.

Use of School Equipment, Etc.

Employees and other individuals may not use school equipment/facilities for personal use except as allowed by 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

Assignments, Reassignments and Transfers (District Initiated) – 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 are typically approved by the principal/supervisor at the receiving campus/department 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. For information on employee initiated reassignments and transfers see those specific sections in this handbook.

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.
- 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.

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. Criminal background investigations are required for student teachers, student observers, volunteers and any other party deemed necessary (Note: TEA **does not** require fingerprinting for student teachers, observers and volunteers).

HR Alert: Current employees are required to report any arrest or charge by authorities within three (3) days of occurrence to their supervisor for review by the Assistant Superintendent of Human Resources, using the

district's Offense Self-Reporting form is located on the District's website at:

<https://www.dentonisd.org/site/handlers/filedownload.ashx?moduleinstanceid=86906&dataid=104037&FileName=Self-Reporting%20Form.pdf>

Breaks for Expression of Breast Milk – Policies DEAB, DG

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

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

Certification and Licenses – Policies DBA, DF

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

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

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. 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. Employees previously on continuing contracts will be grandfathered, but no additional continuing contracts will be issued.

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 a moratorium on retire/rehires and has elected to disallow employment of TRS retirees except as follows:

TRS retirees may be employed as substitutes in limited circumstances for certified staff 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

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

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

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment:

Employee concerns or inquiries:

Dr. Robert Stewart

Assistant Superintendent of Human Resources

1307 N. Locust Street

Denton, TX 76201

rstewart@dentonisd.org

940-369-0593

Student concerns or inquiries:

Dr. Leslie Guajardo

Director of District Services

1400 Malone Street, Portable 53

Denton, TX 76201

940-369-0585

Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person. The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: [name, title, physical address, email address, and phone number].

Questions or concerns relating to discrimination for any other reason should be directed to the Assistant Superintendent of Human Resources, ext. 0593.

Health Safety Training – Policies DBA, DMA

Certain employees (Head Band Directors, Head Coaches, Chief Sponsors of 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.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder aware-ness, recognition, and related first aid.

Job Vacancy Announcements – Policy DC

Announcements of job vacancies are posted on-line on the Human Resources' webpage.

Notification to Parents Regarding Qualifications – Policies DK, DBA

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Certification Specialist in Human Resources at extension 0592.

Outside employment and tutoring – Policy DBD

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

Performance Evaluation – Policy DN Series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

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

Reassignment/Transfer Guidelines (Employee Initiated)

Eligible Timeframe for Reassignments/Transfers

Requests for reassignment for the next school year must be submitted between **February 1st and April 30th** of each school year. To maintain a current and accurate record of requests, employees wishing to be reassigned will be required to file a request each year.

Employee Responsibilities

An employee with the required qualifications for a position may request a transfer to another campus or department.

- Employee is **highly** recommended to discuss with immediate supervisor prior to submitting name to the active transfer list.
- Employee must complete an INTERNAL application via AppliTrack (available Feb 1st -Apr 30th only) Do **NOT** complete an EXTERNAL application if you currently work for Denton ISD.
- Employee who are selected by an Administrators for a Reassignment/Transfer, should communicate with their current supervisor information about their new assignment/position.

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 T-TESS 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

Selection Procedure Phase 1 – Administrators

Internal Candidates - Building principals/supervisors will have access to the full Transfer Request List via AppliTrack. Upon review of the list of internal candidates, it is highly recommended that administrators discuss the internal candidate with their colleagues at the campus/department where they are presently assigned and elect to schedule interviews if they desire to consider the internal candidate.

External Candidates – Principals/supervisors may review the files of out-of-district applicants and may schedule interviews with any candidates who meet specified job requirements.

Deadline for Reassignment/Transfers - No reassignment of personnel, except for 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.

Making a Recommendation to Human Resources - After carefully considering the qualifications of all candidates, the principals/supervisor will select and recommend a candidate who best meets the job criteria. **Note:** Principals/supervisors may recommend a candidate for a position. Only the Human Resources team may make job offers, accept resignations or terminate employment.

Selection Procedure Phase 2 – Human Resources

Human Resources will review all requests for reassignment across the district. Human Resources will also monitor the process to ensure that all requests for reassignment have received due consideration.

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

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.”

Follow-up Notification from HR to Employee

An employee who is reassigned by request or otherwise will receive written notification of the reassignment via their district email account.

Recertification of Employment Authorization, I9 Forms – Policy

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Human Resources at ext. 0040 if you have any questions regarding reverification of employment authorization.

Searches and Alcohol and Drug Testing – Policies CQ, DHE

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

Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee’s personal items, work areas, including district-owned technology resources, 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.

Any employee 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. Participation is mandated and would require an alternate pre-approved staff development option if an absence occurs. The principal and the C & I Staff Development Division would work together to determine appropriate alternatives in extreme situations. Staff development for instructional personnel is predominantly campus-based, related to achieving campus/district performance objectives, addressed in the campus improvement plan, and approved by the principal. Staff development may be offered in a face-to-face, blended, or on-line format. Not all staff development opportunities are offered in all formats.

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

It is the employee's responsibility to supply proof of attendance at any staff development. Some staff developments are required.

Workload and Work Schedules – Policies DEAB, DK, 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 employees 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 must be compensated for overtime and are not authorized to work more than 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 their final paycheck, a lump sum payment for wages earned from the beginning of the school year to the date of separation, in the next pay cycle.

Length of Employment Year	# of Days Worked	Last Paycheck to Receive
10 months	Less than 200	August
11 months	200 – 218	July
12 months	219+	June

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

All employees hired after 7/1/2010, except for those on the “substitute” payroll, will be paid electronically via direct deposit. Employees are required to designate a valid account for the direct deposit of their paycheck. Deposits are made available on the 20th of each month. If the 20th falls on a weekend or bank holiday, the deposits are made available 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, IRS regulations). The District will automatically take all eligible insurance costs by payroll deduction on a pre-tax basis unless the employee provides written notification to the Employee Insurance Benefits Department prior to the start of the coverage period of their request to take all insurance costs by payroll deduction on a post-tax basis.

New or newly eligible employees must enroll in or waive/decline benefits online within 31 calendar days of their contract start/position start date.

Employee Assistance Plan (EAP)

EAP programs are strictly confidential and are provided to eligible employees and their family. This service can help you with stress, relationship, and other personal issues. There are also resources for anxiety, depression, problems with children, job pressures, grief, and loss as well as substance abuse.

ComPsych Guidance Resources Program

Through this program you may receive up to 6 sessions per issue per year at no cost to you or your family. Financial Information and Resources, Legal Support and Resources, Work-Life Solutions, Guidance Resources online and Free online Will Preparation are all available.

To access benefits, call 855-365-4754, TDD 800-697-0353 or visit www.guidanceresources.com, register and enter Web ID/Company ID ONEAMERICA6.

Ability Assist Program

There is an additional service called Ability Assist available to you and your family at any time if the employee is covered under The Hartford's Disability insurance plan. This service also includes access to Emotional or Work-Life Counseling, Financial Information and Resources, Legal Support and Resources and Health Champion. You may receive up to 3 face-to-face sessions per occurrence per year. This means that you and your family will not have to share visits.

To access Ability Assist Program benefits, call 800-964-3577 or visit www.guidanceresources.com for 24/7 access to online resources. Register and enter HLF902 in the Company/Organization field, then create your own confidential username and password, in the Company Name field at the bottom of the personalization page, use: ABILI

For more information on either of these assistance plans, go to your Employee Benefits Portal at www.mybenefitshub.com/dentonisd. Should you need to access these services you will have a separate account for each plan. If you are eligible for both plans, simply request to keep seeing the counselor under either the basic life or disability plan coverage. Remember these programs are confidential and do not require you to go through the Denton ISD Insurance, Risk Management, Human Resources or any other department for access.

Insurance – Medical & Supplemental Benefits (Employee) - Policy CRD

Group medical insurance coverage is provided through TRS-ActiveCare, the statewide public-school employee medical program under Teacher's Retirement System (TRS) and through Texas Schools Health Benefits Program (TSHBP), a regionally rated, fully funded, guaranteed cost program developed for Texas school districts. To determine the medical plan you are eligible for, please refer to each plan's information which is available on the Employee Benefits Portal at www.mybenefitshub.com/dentonisd.

The district's contribution to the employee medical insurance premium is determined annually by the Board of Trustees. The insurance plan year is from September 1 through August 31. Premiums for these plans are paid through payroll deduction.

Changes in benefit elections can occur during a plan year only if an employee experiences a qualifying event. Proof of a qualifying event documentation must be provided by the employee to the Employee Insurance Benefits Department within 31 calendar days of the date of the event. Benefit changes must be consistent with the qualifying event. Changes must be processed by your insurance specialist, please contact them at 940-369-0028 or DISDinsurance@dentonisd.org.

Employees who are in a position that is regularly scheduled to work 15 or more hours per week are considered "full-time" for insurance benefit purposes and will receive a \$15,000 basic life insurance policy provided to them by Denton ISD at no cost. These employees will also receive the district's contribution toward the cost of a medical plan if they enroll in one.

Detailed summary descriptions of insurance plans, employee cost, and eligibility requirements are provided to all employees on the Denton ISD Employee Benefits Portal which is accessible at www.mybenefitshub.com/dentonisd. Assistance from the Employee Insurance Benefits Department is available by calling 940-369-0028 or by e-mail to DISDinsurance@dentonisd.org.

Insurance – Supplemental Benefits (Employee)

At their own expense, eligible employees may enroll in supplemental insurance plans for Dental, Vision, Voluntary Life, Disability, Cancer, Flexible Spending Accounts, Health Savings Account and Medical Transportation. Premiums for elected plans are paid through payroll deduction.

Detailed summary descriptions of insurance plans, employee cost, and eligibility requirements are provided to all employees on the Denton ISD Employee Benefits Portal which is accessible at www.mybenefitshub.com/dentonisd. Assistance from the Denton ISD insurance department is available by calling 940-369-0028 or by e-mail to DISDinsurance@dentonisd.org.

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 DEAB

The district compensates overtime for non-exempt employees (hourly and paraprofessional employees) as compensatory time in accordance with federal wage and hour laws. Non-exempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A non-exempt employee who works overtime without prior approval may be subject to disciplinary action.

Overtime is legally defined as all hours worked more than 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. Non-exempt 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 calculating overtime, a work week 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 non-exempt 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 is 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 non-exempt employees for wage and salary administration

Overtime Justification

- Approval of overtime hours may be justified when a work overload exists because 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 cyclic 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 more than 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)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

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, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or non-exempt according to federal law. Professional 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 non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each overtime hour worked beyond 40 in a work week. (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.

Teacher Retirement

All personnel employed on a regular basis, half-time or more, for at least four and one-half months are eligible for membership in the Teacher Retirement System of Texas (TRS). TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement Benefits.

Employees who plan to retire under TRS should notify 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 the Records Specialist at ext. 0051
- Paraprofessional employees may contact the HR Manager of Classified/Paraprofessional Personnel at ext. 0573
- Operations employees may contact the HR Manager of and Auxiliary and Operations Personnel at ext. 0095

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 a complete travel expense statement signed by the immediate supervisor to be reimbursed for allowable expenses. Alcoholic beverages are **not** a reimbursable expense and should not be shown on any receipt submitted for reimbursement. Any hotel or food receipt including alcohol charges will be **void in its entirety** per the Business Office's Procedures & Guidelines manual.

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

Denton Independent School District has a self-funded workers' compensation plan providing coverage to its employees who are injured on the job or suffer a work-related illness and is required by State law. Employees who suffer a work-related injury or illness must be given necessary medical treatment even if they 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., FML or paid leave). 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 (TIBS) 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.

Employees injured on the job must report injury to the campus nurse and/or their immediate supervisor when the injury occurs. Injuries must be reported within 24 hours and the appropriate paperwork must be submitted to the Denton ISD Risk Management Department. The Workers' Compensation packet can be found on the Insurance/Benefits portion of the DISD webpage.

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 Risk Management Department. If received by the supervisor, fax a copy to the Denton ISD Risk Management Department at 940-369-4980. If unable to work after five (5) consecutive days absent, the employee will be placed on the appropriate leave (FML or TDL) until they are able to return to work.

Job Protection – Workers' Compensation is not considered a leave. 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., FML). Other types of leave will run concurrently with workers' compensation benefits include the following:

- Family Medical Leave
- Temporary Disability Leave
- State personal leave
- State sick leave
- Local leave
- Assault leave

The district is not required to hold a job open for an indefinite period. The district can decide, on a case-by-case basis, that a 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 (medical release) to the Denton ISD Risk Management Department. 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 and their supervisor will be emailed a Return to Work Notice. All employees must have this Return to Work notice, otherwise 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, the employee must have a “Return to Work Notice” issued by the Denton ISD Risk Management 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 campus nurse, your supervisor and 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 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: 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 the Insurance department for counseling about leave options, continuation of benefits, and communicating with the district.

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 unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee’s pay.

Definition of Immediate Family

For the purposes of state sick leave and state 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, step-parent, 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 purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin.

Assault Leave – Due to Assault While On Duty (AL)

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.

Not Eligible for Psychological Conditions (AL)

Assault leave can only be used for physical injuries, not psychological conditions that may occur as a result of the assault per 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.

Benefits Payment Method (AL)

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 Leave

Leave for bereavement of an immediate family members is based on non-discretionary state personal leave days as available.

Compliance with a Subpoena

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

Court Appearances – Truancy

An employee who is a parent or guardian of a child and any court-appointed guardian of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Court Appearances – Other

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.

Discretionary Leave

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.

Family and Medical Leave (FML)

Eligibility (FML)

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 Medical Leave. Eligible employees can take up to 12 weeks (60 work days) 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"

Spouses who are both employed by the district are subject to limits in the amount of leave that they can take to care for a child 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.

Continuation of Benefits and Job Restoration (FML)

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 can 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)

Family 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).

Intermittent Leave (FML)

In some circumstances, employees may take Family 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
-

Requests (FML)

When the need for Family Medical Leave is foreseeable, employees must provide 30-day notice to the district. When the need for leave is not foreseeable, employees must contact the Denton ISD Risk Management Department at ext. 0030, as soon as possible. Employees are required to:

- Print out the FML packet and fill out the Request for Leave Form and Leave Authorization Form and submit to the Denton ISD Risk Management Department
- A Medical Certification will be sent to you after the Denton ISD Risk Management Department receives your FML forms and determines eligibility
- Once the Denton ISD Risk Management Department receives all documentation you will be notified if your FML is approved or denied

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 Denton ISD Risk Management Department at ext. 0030 for details on eligibility, requirements, and limitations.

Return to Work Requirements (FML)

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 Denton ISD Risk Management 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 and their supervisor will be emailed a Return to Work Notice. All employees must have this Return to Work notice, otherwise they will not be allowed to return to their campus and/or department.

Recoup Insurance Premium Payments

If, at the expiration of FML, the employee can return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave.

Jury Duty – Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury in half-day increments. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave. SB 370 and HB 504 of the 86th Regular Session of the Texas Legislature, effective September 1, 2019, expanded jury service protection to service on a grand jury.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to

report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Military Leave (ML)

Military Family Leave Entitlements (ML)

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 FML 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.

Paid Leave For Military Service (ML)

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 (when engaged in authorized training or duty orders by proper authority) 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 apply for re-employment 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 re-employment by the deadline does not automatically forfeit re-employment 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 re-employment 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 re-employment 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 re-employment because of a delay in receiving military documentation (20 C.F.R. §1002.121).

The types of documents necessary to establish re-employment 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 Denton ISD Risk Management Department at ext. 0030 for details on eligibility, requirements, and limitations.

Continuation of Health Insurance (ML)

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.

Non-discretionary Leave

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

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Temporary Disability Leave (TDL)

Eligibility (TDL)

All full-time employees are eligible for Temporary Disability Leave which consists 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 employees who cannot work for an extended period 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. Temporary Disability Leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule.

Continuation of Benefits and Job Restoration (TDL)

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 Medical Leave. Employees may continue their group health care coverage by paying their own premiums including the district contribution while they are on leave.

Requests (TDL)

A full-time employee 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 is required:

- Print out the Temporary Disability packet, complete Request for Leave Form and Leave Authorization Form and submit to the Denton ISD Risk Management 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 Denton ISD Risk Management 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.

Return to Work Requirements (TDL)

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 Denton ISD Risk Management 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 and their Supervisor will be emailed a Return to Work Notice. All employees must have this Return to Work notice, otherwise they will not be allowed to return to their campus and/or department.

Temporary Disability Leave provides an employee 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/department he or she previously worked at if an appropriate assignment is available
-

- If an appropriate assignment is not available, the employee may be assigned to another campus/department, subject to the approval of the campus principal/supervisor
- If a position is not available at another campus/department before the end of the school term, the employee must be reinstated to a position at the original campus/department at the beginning of the next school term
- Medical certification confirming that the employee can perform his or her regular duties is required
- School term in this context is defined as the beginning of the next school year

Note – your work status at the end of the school year determines your status for the summer break (e.g., if you end the year on TDL, you will be considered on TDL until school resumes the following school year).

Employees requiring TDL should contact the Denton ISD Risk Management Department at ext. 0030 for details on eligibility, requirements, and limitations.

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: non-discretionary and discretionary.

Sick Leave Bank (SLB)

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 (SLB)

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 (SLB)

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 (SLB)

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

Procedures for Joining (SLB)

- 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 (SLB)

- 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, later, a former member is reemployed, 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 (SLB)

- 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)
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- 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 Worker'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 (SLB)

- 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 (SLB)

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 (e.g., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

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.

Exempt employees must utilize leave in half-day or full-day increments. Non-exempt (hourly) employee's leave will be utilized as needed (unless a sub is required, then it must be utilized in half-day or full-day 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.

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 media – including area and neighborhood newspapers, TV stations regarding 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. 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

Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time. Board policy also states that every effort should be made to resolve issues informally before filing a formal complaint or grievance. In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process.

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

Alcohol and Drug-Abuse Prevention, Policies DH, DI

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, Policy CKA

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 dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

Use of district resources, including work time, for political activities is prohibited.

Charitable Contributions, Policy DG

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

Child Abuse Report/Suspected– Policies DG, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Abuse is defined by Texas Family Code §26.001 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.

Immune From Liability

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, policy DG (LEGAL) states 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.

Failure to Report – Class A Misdemeanor

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.

Internal Report Requirements

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.

External Report Requirements

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 – Policies CB, DBD

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

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

Employees should contact their supervisor for additional information.

Copyrighted Materials – Policy CY

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (e.g., 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

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

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 of Trustees.

Drug Abuse Prevention – Policies DH, DI

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, Policy DI

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, Policy FFB

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
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Moral turpitude includes, but is not limited to, the following:

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

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

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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, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

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, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. 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 link that includes definitions and procedures for reporting and investigating harassment of students is located in the Appendix.

Mandatory Training Required

In response to the Office of Civil Rights and federal and state mandates, Denton Independent School District provides mandatory training through Safe Schools 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, Policies CLB, DI

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 DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (e.g., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, unloaded, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their 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
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- 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

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

Scope and Sequence – Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence. The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

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.

Reporting Crime – Policy DG

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident.

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).

Enforceable Standards

(1) Professional Ethical Conduct, Practices and Performance.

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

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

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

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

(E) Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service. §247. Educators' Code of Ethics Page 4 October 2018 Update

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

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

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

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

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

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

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

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

(2) Ethical Conduct Toward Professional Colleagues.

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

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

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

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

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

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

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

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

(3) Ethical Conduct Toward Students.

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

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

(C) Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student. Educators' Code of Ethics §247. October 2018 Update Page 5

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

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

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

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

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

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

(i) the nature, purpose, timing, and amount of the communication;

(ii) the subject matter of the communication;

(iii) whether the communication was made openly, or the educator attempted to conceal the communication;

(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

(v) whether the communication was sexually explicit; and

(vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Standards of Conduct / Communications Between Employees & Students – Policy DH

Senate Bill 7, Section 9 discusses “understanding appropriate relationship, boundaries, and communications between educators and students.”

Policy DH (LOCAL) states regarding electronic communication, Use with Students that “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.”
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Alert 1 – Record Retention. DH (LOCAL) states “Each employee shall comply with the district’s requirements for records retention and destruction to the extent those requirements apply to electronic media”

Technology Resources – Policy CQ

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

- Imposes no tangible cost to the district.
- Does not unduly burden the district’s computer or network resources
- Has no adverse effect on job performance or on a student’s academic performance

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

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action.

Technology and Copyright - Staff Acceptable Use Policy (AUP) – Policy 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, email 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 and 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 email, 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
- Whenever possible, avoid reusing your district-provided credentials (including username, email address) as a login ID for any third party service. Your district login password should NEVER be reused for any third party service.
- Refer to Board Policy CQ (LOCAL), Electronic Communication and Data Management for further information

Public Information on Private Devices or Cloud Storage Accounts – Policy DH

Employees should not maintain district information on privately owned devices or personal cloud storage platforms (e.g. Google or Microsoft cloud accounts that are not linked to your Denton ISD credentials). Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

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

Bring Your Own Device - Technology

Staff members may bring their personal electronic devices to be used on the DISD 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 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 that email is a vehicle for your DISD/TEA legal documents. The email system is not the end repository for documents. You as the professional are responsible and will maintain all necessary long term legal documents in paper, electronic or both.
- 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 email distribution 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
- I understand that district equipment, resources or time should not be spent supporting any political candidates or issues

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. All district email and electronic communication is subject to open records.

Posting Practices – District & Campus Websites - Technology

- Assisted by the district web content specialist, 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 after parents' review of the Student Handbook
- 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/or 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 notes that “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, email address, personal telephone number, personal pictures.)
- Instruct students in how to use the site for educational purposes
- Abide by AUP and Terms of Use for all Internet sites
- Report 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
- Delete all sites that are no longer in use

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.

Electronic Communications Between Educators and Students

Allowed: The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).

Prohibited: The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students.

Hours Allowed: An employee may make public posts to an employee’s social network site, blog, or similar application at any time.

Hours Prohibited: The employee shall not communicate directly with any student between the hours of midnight and 5:00 a.m.

Privacy / Retention / State & Federal Laws

- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
- Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records

Electronic Communications Between Educators and Students - Exemption

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

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.
- Student data should not be uploaded to any third-party site unless the upload is coordinated and/or performed directly by a member of the Digital Learning or Technology staff, or if the upload has been expressly authorized by a member of those departments

Electronic Communications Between Educators and Students - Definitions

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

- **Electronic media** includes all forms of social media, such as text messaging, instant messaging, email), Web logs/blogs, wikis, 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.
- **Communicate means** to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to district regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.

Electronic Communications Between Educators and Students - Parent's Request to Discontinue

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

Electronic Communications Between Educators and Students – Misconduct/Dismissal/Arrest

All employees are prohibited from soliciting or engaging in sexual conduct or a romantic relationship with a student.

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.

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.

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 communications
- 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, etc.

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 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
 - 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 (e.g. 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 / E-Cigarettes / Digital Vaporizers – Policies DH, FNCD, GKA

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 (including the use of electronic cigarettes or any other electronic vaporizing device). 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

Emergency School Closing

The district may close schools because of severe weather, epidemics or other 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 Sites
KRLD 1080 AM	News 4	www.dentonisd.org
KNTU 88.1 FM	News 5	Twitter https://twitter.com/dentonisd
WBAP 820 AM	News 8	Facebook https://www.facebook.com/dentonisd/
	News 11	

In addition to the above, all district regular employees will receive telephone notification to their phones designated in the EAC via the Staff/Parent Notification System.

Building Use / Facility Rental – Policies, DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The 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 – Policies CKC, CKD

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

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

- Original driver’s license with new name
- Original Social Security card with new name

Step 2: Employee Final Updates AFTER receiving HR instructions via AppliTrack

- Complete new W-4 form
- Send a 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 – Policies DBA, GBA

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

- Address
- Phone number, including personal cell phone number
- Information that reveals whether they have family members
- Social Security number

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 Director of Purchasing 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

Contract Employees – Policy DF Series, DHB

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

The **principal** is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency.

The **superintendent** will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

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

Non-Contract Employees – Policies DCD, DP

Non-contract employees are employed at-will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. 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.

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

The **superintendent** will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Discharge of Convicted Employees - Policy DF

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor. If the offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Exit Interviews and Procedures – Policies CY, DC

All employees, upon terminating employment or retiring from the district, shall be required to complete an exit interview. 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.

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

Reports - Concerning Court-Ordered Withholding – Policies DF, DHB

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

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

Reports to Texas Education Agency (TEA) – Policy DF, DHB, DHC

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

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

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

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

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 **principal** is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency*.

The **superintendent** will notify SBEC when an employee resigns and there is evidence to indicate the employee has engaged in such misconduct.

Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the Human Resources Department at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

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

The **superintendent** will notify SBEC when an employee resigns and there is evidence to indicate the employee has engaged in such misconduct.

Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the Human Resources Department 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.

HR Alert: Resignation once submitted and accepted cannot be revoked without Board approval.

Student Issues

Administering Medication (Students), Policy FFAC

Our medication procedures are written with safety in mind and to help students become more responsible as they get older. 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.

No dietary supplements, vitamins, performance boosters, etc. are allowed on school campuses or at school activities. Exceptions to this are rare and only if required by the IEP or Section 504 plan of a student with

disabilities. 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. 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

All medications administered 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.

Attendance (Students), Policy FEB

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 FFI

Bullying is defined by §TEC 37.0832. 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.

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) Policies DH, FFAC

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, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Questions or concerns about discrimination of employees should be directed to the Assistant Superintendent of Human Resources.

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

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.

State & Federal Laws Requiring Policy Notification

State and federal laws require certain information be disseminated to school district employees. Electronic dissemination may include sending an email with embedded Internet links or providing URLs to the information. Our Denton ISD Employee Handbook is distributed via electronic methods and receipt is confirmed by employees via Safe Schools. Below are the required policies to be disseminated via links to their locations on our Denton ISD website (all employees, teacher and administrators, and contracted employees). The Denton ISD Board Policy Manual located on-line contains the following types of documents:

- LEGAL policies compile federal law, state law, and court decisions, providing the statutory context in which all other policies should be read.
- LOCAL policies reflect decisions made by the board of trustees.
- EXHIBIT documents may contain forms, charts, and other kinds of supporting information.

All Employees

CODE	TITLE	SUBTITLE	LINK
DBAA	Employment Requirements and Restrictions		https://pol.tasb.org/Policy/Download/383?filename=DBAA(LOCAL).pdf
DBD	Employment Requirements and Restrictions	Conflict Of Interest	https://pol.tasb.org/Policy/Download/383?filename=DBD(LOCAL).pdf
DC	Employment Practices		https://pol.tasb.org/Policy/Download/383?filename=DC(LOCAL).pdf
DCB	Employment Practices	Term Contracts	https://pol.tasb.org/Policy/Download/383?filename=DCB(LOCAL).pdf
DEA	Compensation and Benefits	Compensation Plan	https://pol.tasb.org/Policy/Download/383?filename=DEA(LOCAL).pdf
DEC	Compensation and Benefits	Leaves and Absences	https://pol.tasb.org/Policy/Download/383?filename=DEC(LOCAL).pdf

DF	Termination of Employment		https://pol.tasb.org/Policy/Download/383?filename=DF(LOCAL).pdf
DFD	Termination of Employment	Hearings Before Hearing Examiner	https://pol.tasb.org/Policy/Download/383?filename=DFD(LOCAL).pdf
DFE	Termination of Employment	Resignation	https://pol.tasb.org/Policy/Download/383?filename=DFE(LOCAL).pdf
DFF	Termination of Employment	Reduction in Force	https://pol.tasb.org/Policy/Download/383?filename=DFF(LEGAL).pdf
DG	Employee Rights and Privileges		https://pol.tasb.org/Policy/Download/383?filename=DG(LEGAL).pdf
DGBA	Personnel-Management Relations	Employee Complaints/ Grievances	https://pol.tasb.org/Policy/Download/383?filename=DGBA(LOCAL).pdf EXHIBITS https://pol.tasb.org/Policy/Download/383?filename=DGBA(XHIBIT).pdf
DH	Employee Standards of Conduct		http://pol.tasb.org/Policy/Code/383?filter=DH
DH	Employee Standards of Conduct		http://pol.tasb.org/Policy/Code/383?filter=DH
DH	Employee Standards of Conduct		http://pol.tasb.org/Policy/Code/383?filter=DH
DHB	Employee Standards of Conduct	Reports to State Board for Educator Certification	https://pol.tasb.org/Policy/Download/383?filename=DHB(LEGAL).pdf
DHE	Employee Standards of Conduct	Searches and Alcohol/Drug Testing	https://pol.tasb.org/Policy/Download/383?filename=DHE(LOCAL).pdf
DI	Employee Welfare		http://pol.tasb.org/Policy/Code/383?filter=DI
DIA	Employee Welfare, Freedom From Discrimination, Harassment, And Retaliation		http://pol.tasb.org/Policy/Code/383?filter=DIA
DK	Assignment and Schedules		https://pol.tasb.org/Policy/Download/383?filename=DK(LOCAL).pdf
DN	Performance Appraisal		https://pol.tasb.org/Policy/Download/383?filename=DN(LOCAL).pdf

Teachers & Administrators Only (Student Discipline)

Texas Education Code Chapter 37, 37.001 through 37.022 is available online at

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

Contracted Employees (Term, Probationary, Continuing)

All Policies regarding Personnel are located on line at <http://pol.tasb.org/Policy/Section/383?filter=D>.