



**FRISCO**  
INDEPENDENT SCHOOL DISTRICT

EMPLOYEE HANDBOOK  
2015-2016



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## Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Department.

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. Policy manuals are available for employee review on-line at [www.tasb.org/policy/pol/private/043905](http://www.tasb.org/policy/pol/private/043905) and the district web site at [www.friscoisd.org](http://www.friscoisd.org).

## District Information

### Description of the District

Total student enrollment	53,190- projected
Total campuses	65
Total number of FISD employees	6,100 - projected

Please note that the above figures are approximate and are based on data from *June, 2015*.

### Mission Statement

Our mission is to know every student by name and need.

### Frisco ISD Belief System

Education is a shared responsibility of students, school, home, and community. With that as an essential principle, we believe the following to be true for students, staff, families and the community:

- Everyone has equal inherent worth and deserves to be treated with respect and dignity.
- Everyone needs challenge, opportunity and encouragement.
- Each person is unique.

- Meaningful relationships have profound lifelong impact.
- Integrity is essential.
- Imagination and creativity are vital.
- A safe environment is necessary for learning.
- Every person can learn.
- Each person is ultimately responsible for his or her own learning.
- Learning is lifelong and unlimited.
- There is always room for improvement.
- All students must graduate with the skills they need to pursue their aspirations.

## **Frisco ISD Goals**

- We will provide a meaningful and challenging curriculum that acknowledges and supports individual differences.
- We will utilize assessments to transform teaching and learning to ensure student success.
- We will recruit and retain exceptional personnel and provide ongoing and relevant professional development that translates into student engagement.
- We will allocate resources to areas of greatest need.
- We will vigorously enforce policies and procedures which promote a safe and healthy environment.
- We will monitor growth and plan for a systematic process to ensure quality programs and facilities.
- We will encourage and promote a climate that engages families in the education of their children.
- We will establish a process that cultivates open and timely communication with our public.
- We will strive to convey the importance of participating in the electoral process and of service and innovation in community.
- We will foster understanding of the world around us and how our differences and similarities shape the world.

## **Board of Trustees**

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, facilities, and expansions. 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 ensure a strong educational program for the district's children. Board Members are elected at large every three years, with elections held annually on the May uniform Election Day (Election Code 41.001). The terms of one-third of the trustees, or as near to one-third as possible, expire each year. Board Members serve without compensation, must be qualified voters, and must reside in the district.

<b>FISD Board of Trustees:</b>		
Mr. Bryan Dodson, Vice President	Place 1	Term expires 5/2016
Ms. Renee Ehmke	Place 2	Term expires 5/2016
Mr. Chad Rudy	Place 3	Term expires 5/2016
Ms. Anne McCausland, President	Place 4	Term expires 5/2017
Ms. Debbie Gillespie, Secretary	Place 5	Term expires 5/2017
Mr. John Classe	Place 6	Term expires 5/2018
Mr. John Hoxie	Place 7	Term expires 5/2018

The Board usually meets the second Monday of the month at 7:30 p.m. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district Web site and at the Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subject of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

*Policy reference: BA, BB, series, BD series, and BE series*

### **Board of Trustees Official Meeting Schedule for 2015-2016 School Year**

<b>Day</b>	<b>Date</b>	<b>Time</b>
Monday	August 10, 2015	7:30 p.m.
Monday	September 14, 2015	7:30 p.m.
Monday	October 19, 2015	7:30 p.m.
Monday	November 9, 2015	7:30 p.m.
Monday	December 14, 2015	7:30 p.m.
Tuesday	January 19, 2016	7:30 p.m.
Monday	February 8, 2016	7:30 p.m.
Monday	March 21, 2016	7:30 p.m.
Monday	April 11, 2016	7:30 p.m.
Monday	May 9, 2016	7:30 p.m.
Monday	June 20, 2016	7:30 p.m.

*Please note: All meetings will be held in the Board Room of the Administration Building. Revisions in times or dates for the above meetings may occur during the year.*



**Frisco ISD Instructional Support Team**

**Superintendent**

Dr. Jeremy Lyon

**Deputy Superintendents**

Ms. Katie Kordel – Curriculum and Instruction  
Mr. Richard Wilkinson – Business Services

**Assistant Superintendents**

Ms. Pamela Linton – Human Resources  
Mr. Doug Zambiasi – Support Services

**Executive Director of Technology & Information Services**

Ms. Melissa Fouche

**Executive Director of Student Services**

Mr. Kenny Chandler

**Executive Director of Communications & Community Relations**

Ms. Shana Wortham

**Assistant to the Superintendent and Board of Trustees**

Ms. Beverly Brunson

July 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2015

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30	31					

September 2015

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27	28	29	30			

October 2015

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18	19	20	21	22	23	24
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November 2015

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22	23	24	25	26	27	28
29	30					

December 2015

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9/7 Labor Day  
10/12 Columbus Day

11/26 Thanksgiving  
12/25 Christmas

# FRISCO INDEPENDENT SCHOOL DISTRICT

## 2015-2016 School Calendar

### APPROVED 11/10/14

**Reporting Periods - Secondary Schools**

Reporting Period	Days
1st grading period - Aug. 24 - Oct. 2	29
2nd grading period - Oct. 5 - Nov. 13	29
3rd grading period - Nov. 16 - Jan. 15	30
4th grading period - Jan. 19 - Feb. 29	29
5th grading period - Mar. 1 - April 15	28
6th grading period - April 18 - June 3	32

Secondary:  
1st Semester - 88 days      2nd Semester - 89 days

**Reporting Periods - Elementary Schools**

Reporting Period	Days
1st grading period - Aug. 24 - Oct. 23	43
2nd grading period - Oct. 26 - Jan. 15	45
3rd grading period - Jan. 19 - Mar. 24	42
4th grading period - Mar. 28 - Jun 3	47

Total School Days - 177  
Preparation/Inservice - 10

Prep/Staff Development	Holidays
Aug. - 17 - 19	Sept. - 7
Aug. - 20 Convocation/Tchr Work Day	Nov. - 25 - 27
Oct. - 12	Dec. - 21 - Jan 1
Nov. - 23 - 24	Jan. - 18
Feb. - 15	Mar. - 7 - 11
April - 25	May - 30
June - 4	

**Bad Weather Make-Up Days**  
March 25  
May 27

**Beginning Teacher Academy**  
August 7

**New Teacher Inservice**  
August 3 - 6

First day of school: August 24  
Last day of school: June 3

**Key**

- Staff Development (non instructional days)
- Holidays
- Bad Weather Make-Up Day
- Beginning Teacher Academy
- New FISD Teacher Inservice
- ★ ECS / ES / MS / SOC Work Day (HS / CTE off contract)
- HS / CTE Work Day (ECS / ES / MS / SOC off contract)

January 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	{19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016

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21	22	23	24	25	26	27
28	29					

March 2016

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27	{28	29	30	31		

April 2016

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30	31					

May 2016

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1/18 MLK Day  
2/15 President's Day

3/25 Good Friday  
5/30 Memorial Day

July 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2015

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23	{24	25	26	27	28	29
30	31					

September 2015

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20	21	22	23	24	25	26
27	28	29	30			

October 2015

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4	[5	6	7	8	9	10
11	■12	13	14	15	16	17
18	19	20	21	22	23	24
25	{26	27	28	29	30	31

November 2015

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1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	[16	17	18	19	■20	21
22	■23	■24	○25	○26	○27	28
29	■30					

December 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	■18	19
20	○21	○22	○23	○24	○25	26
27	○28	○29	○30	○31		

9/7 Labor Day  
10/12 Columbus Day

11/26 Thanksgiving  
12/25 Christmas

**FRISCO INDEPENDENT  
SCHOOL DISTRICT**

**2015-2016 Protected Days Calendar**

Protected Days are denoted with bold white text and a black background. The failure of an employee to follow district policy regarding protected days could result in loss of pay. See Employee Handbook and Board Policy for Discretionary Leave information as these two documents supersede anything on this calendar. This calendar does not show testing days which are also protected days. State and campus testing information can be provided by your campus.

**Reporting Periods - Secondary Schools**

Reporting Period	Days
1st grading period - Aug. 24 - Oct. 2	29
2nd grading period - Oct. 5 - Nov. 13	29
3rd grading period - Nov. 16 - Jan. 15	30
4th grading period - Jan. 19 - Feb. 29	29
5th grading period - Mar. 1 - April 15	28
6th grading period - April 18 - June 3	32

Secondary:  
1st Semester - 88 days      2nd Semester - 89 days

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Reporting Period	Days
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2nd grading period - Oct. 26 - Jan. 15	45
3rd grading period - Jan. 19 - Mar. 24	42
4th grading period - Mar. 28 - Jun 3	47

Total School Days - 177      Preparation/Inservice - 10

Prep/Staff Development	Holidays
Aug. - 17 - 19	Sept. - 7
Aug. - 20 Convocation/Tchr Work Day	Nov. - 25 - 27
Oct. - 12	Dec 21-Jan 1
Nov. - 23 - 24 (Exchange Days)	Jan. - 18
Feb. - 15	Mar. - 7 - 11
April - 25	May - 30
June - 4	

**Bad Weather Make-Up Days**  
March 25      May 27

**Beginning Teacher Academy**  
August 7

**New Teacher Inservice**  
August 3 - 6

**Key**

- Staff Development (non instructional days)
- Holidays
- Bad Weather Make-Up Day (if work on 3/25, only 3/25; if work on 5/27, only 5/27 and 5/31)
- ◇ Beginning Teacher Academy
- △ New FISD Teacher Inservice
- ☆ ECS / ES / MS / SOC Work Day (HS / CTE - Teachers and Librarians only - off contract)
- ◇ HS / CTE Work Day

January 2016

S	M	T	W	T	F	S
					○1	2
3	■4	5	6	7	8	9
10	11	12	13	14	■15	16
17	○18	{19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	■15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016

S	M	T	W	T	F	S
		[1	2	3	■4	5
6	○7	○8	○9	○10	○11	12
13	■14	15	16	17	18	19
20	21	22	23	■24	○25	26
27	{28	29	30	31		

April 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	[18	19	20	21	22	23
24	■25	26	27	28	29	30

May 2016

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	■26	○27	28
29	○30	■31				

June 2016

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1/18 MLK Day  
2/15 President's Day

3/25 Good Friday  
5/30 Memorial Day

## Board Policies

FISD board policies are found on the FISD web page at:

<http://www.friscoisd.org/about/board-of-trustees/policy-procedures>

## Employment

### Equal Employment Opportunity/Harassment

The Frisco Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. 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.

Harassment on the basis of gender, race, religion, national origin, age, or disability is strictly prohibited and will not be condoned. Sexual, racial, age- or disability-related, or ethnic or religious slurs or insults are wholly inappropriate and violate the district's equal employment opportunity policy and may also violate state and/or federal laws.

Employees with questions or concerns relating to discrimination based on sex or for any of the reasons listed above should contact Cory McClendon, the District's Title IX Coordinator.

*Policy reference: DAA, DIA*

### Job Vacancy Announcements

Announcements of job vacancies by position and location are posted on the district's web site.

*FISD home page address: [www.friscoisd.org](http://www.friscoisd.org)*

*Policy reference: DC*

### Criminal History Background Checks

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on all employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and State Board for Educator Certification (SBEC) with access to an employ-

ee's current national criminal history and updates to the employee's subsequent criminal history.

*Policy reference: DBAA*

## **Contract and Non-Contract Employment**

Employment, assignment, and compensation will be in accordance with the requirements for any position as specified in the job description and as determined by the appropriate administrator. Where job requirements include educational degrees, certificates, and/or licenses, the employee must provide official documents and place them on file with the Human Resources Department prior to the first day of employment or as soon thereafter as possible. For payroll purposes, a copy of each employee's social security card and driver's license must also be on file.

State law requires the district to employ all full-time professional employees in positions requiring a certificate from SBEC and nurses under probationary, term, and dual contracts. Employees in all other positions except for those persons employed in positions for which the Board has chosen to employ them by term contract are employed at-will and are not subject to procedures for non-renewal or termination under Chapter 21 of the Texas Education Code. The following paragraphs provide a general description of the employment classifications 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 probationary contracts during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed in public schools 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 may be one to three years with a minimum of two years of probation for all eligible employees. Teachers employed after the first day of school will remain on a probationary contract for a second year.

### **Term Contracts**

Full-time professional employees employed in positions requiring certification and nurses who have successfully completed the probationary period will be employed by term contracts. The terms and conditions of employment are detailed in the contract and the district's employment policies. All employees receive a copy of their contract annually. The usual term is for one-year, although principals and central administrators may have two-year term contracts.

### **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 one-year contract that is not subject to the provisions for non-renewal or termination under the Texas Education Code.

### **Dual Contracts**

Coaches hired for the 2011-2012 school year and beyond will be employed on a dual contract. Beginning with the 2012-2013 school year all coaches will serve under a dual contract. The teaching or coaching part of the contract cannot be void without implication of the other part.

### **Paraprofessional and Auxiliary Employees**

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

*Policy reference: DC series*

## **Creditable Experience for Salary**

FISD will determine the starting base salary for teachers and other professional employees based on years of creditable experience, education, and any other factors determined by the appropriate administration.

### **Teachers**

All creditable teaching experience must be from an accredited school district, either public or private. Other creditable years of service are recognized by the International Baccalaureate Organization, the European Council of International Schools and the National Council for Private School Accreditation. College and university experience must be either at the faculty status level or as an administrator on a full-time basis during each academic year (not a student assistant, teaching fellow, etc.). Beginning with the 2004-2005 contractual year, a certified teacher aide who subsequently attains certification may count up to two years of full-time equivalency of direct student instruction for salary increment purposes. Official certified copies of service records on proper forms and Paraprofessional Certificate must be submitted to the Human Resources Department before the end of the budget year in order to receive full credit for that school year.

### **Substitute Teaching Experience**

Beginning with the 1998-99 school year, a teacher may receive credit for years of substitute teaching experience for salary increment purposes provided that (i) the teacher held a valid teaching certificate at the time the service was rendered, (ii) the teacher was employed in an entity recognized for creditable years of service, and (iii) the minimum requirements for number of days worked were met.

## **Employment After Retirement**

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

*Policy reference: DC*

## Professional Certifications and Licenses

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(s) and/or that they have obtained or renewed their credentials to the Certification Specialist in the Human Resources Department in a timely manner.

FISD expects employees to maintain certificates, licenses, and other required credentials, in good standing at all times during their employment with the district. An employee's failure to do so may result in disciplinary action. A certified employee's contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks.

Contact the Certification Specialist if you have any questions regarding certification or licensure requirements.

*Policy reference: DBA, DF*

## Certification Procedures

### **Out-of-State Teachers**

Teachers holding out-of-state certification or teachers receiving certification through approved alternative certification programs must take and pass the required test(s) for Texas certification before the end of their initial FISD contract year. If FISD determines that a teacher must obtain additional certification to fulfill the duties of his/her position, the teacher is responsible for obtaining their certification within the timeframe specified by the District. Failure to do so may subject the teacher to disciplinary action or a recommendation to terminate or nonrenew a contract of employment.

Study guides may be downloaded from the SBEC website: [www.texas.ets.org](http://www.texas.ets.org).

### **SBEC Application – Standard Certificate**

Upon passing the required tests an applicant must file an *Application for Teacher Certification* online with SBEC to receive a standard certificate. An application fee will apply. Individuals holding a renewable SBEC certificate are responsible for completing the required, continuing education requirements as a condition for renewal.

### **Certification Renewals**

All certificates issued prior to September 1, 1999, except emergency certificates, will continue to be valid for the life of the individual. Effective September 1, 1999, the standard certificates (superintendent, principal, classroom teacher, learning resources specialist, counselor, and educational aide) will be issued for all classes of certificates except emergency certificates, and will be subject to renewal every five years. The renewal period is based on the educator's birth month. Please note that the educator is

not “grandfathered” from renewal requirements; rather, the certificate(s) the educator holds are grandfathered, if issued prior to September 1, 1999.

It is the responsibility of the certified educator to keep track of their continuing professional education requirements. An educator who fails to renew the standard certificate moves to inactive status, no longer holds a valid certificate, and is, therefore, ineligible for employment in a Texas public school district for which certification is required.

All certified educators, including educational aides, seeking to renew a certificate(s) must:

- Hold a valid Standard Certificate that has not been, nor is in the process of being, sanctioned by SBEC
- Not be in default on a student loan or in arrears of child support
- Complete the required number of clock hours of continuing professional education (CPE) and  
(Please note that educational aides are not required to complete any CPE hours for certificate renewal.)
- Pay the applicable renewal fee
- Submit a copy of their renewed Standard Certificate to the Human Resources department upon renewal completion.

For detailed information:

Visit [www.tea.state.tx.us](http://www.tea.state.tx.us) – click on Educator Certification or call SBEC at 512.936.9831.

### **Part-Time Teachers**

The district will allow, under specified conditions, teachers to work part-time if they fill needs in critical shortage areas and/or they have specialized training needed by the district. Critical shortage areas are identified annually. All requests for part-time teaching must be approved annually by the campus principal and the Assistant Superintendent for Human Resources.

### **Part-Time Support Positions**

Professional support personnel (administrators, counselors, nurses, librarians) and classified personnel (such as secretaries, instructional aides, custodians, etc.) may be considered for part-time employment if the administration believes that the part-time service is beneficial to the goal attainment of the school district.

### **Educational Aide Certification**

Each person employed in Texas public schools, as an educational aide, must be certified according to the certification requirements or standards for each position established by the State Board of Educator Certification (SBEC). The appropriate paraprofessional certificate shall be issued to a qualified individual who is recommended by an authorized representative of the district.



The No Child Left Behind Act of 2001 stipulated qualifications for Title 1, Part A paraprofessionals with instructional support duties. Statute requires Title 1, Part 1 paraprofessionals to hold a high school diploma or its recognized equivalent. It also requires paraprofessionals hired after January 8, 2002 and who work in a Title 1, Part A program to:

- Complete at least two years of study at an institution of higher education, or
- Obtain an Associate of Arts or higher degree, or
- Meet a rigorous standard of quality where they can demonstrate their knowledge of, and the ability to assist in instructing reading, writing, and mathematics through formal state or local academic assessment.

Applicants must follow the application procedures as outlined on the Texas Education Agency (TEA) website. An employee must obtain certification before he or she may start work. Once employed, it is the employee's responsibility to maintain a valid certificate at all times and to renew the certificate when necessary. An employee who fails to promptly renew an expiring certificate is not qualified for his or her position and may be discharged.

### **Notification to Parents Regarding Qualifications**

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

Texas law requires that parents be notified if their child is assigned a teacher for more than 30 consecutive instructional days who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals 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 Human Resources Department.

*Policy reference: DBA, DK*

### **Searches and Alcohol and Drug Testing**

The purpose of alcohol and drug testing is to ensure safety and prevent accidents and injuries resulting from misuse of alcohol and drugs by district employees. Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, electronic data files, 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, including the use of canine 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. If it is determined that an employee requires drug and alcohol testing, the method of transport to the testing site will be determined by the city in which the incident occurs (i.e. facilities located in Frisco, Little Elm, or McKinney). The district may search the employee, the employee's personal items, work areas including district-owned computers, lockers, and private vehicles parked on district premises or worksites or used in district business.

**Employees required to have a commercial driver's license.**

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

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

All employees who are required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Director of Transportation.

*Policy reference: CQ, DHE*

**Health and Safety Training**

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the appropriate supervisor.

*Policy reference: DBA, DMA*

## Reassignments and Transfers

All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA(LOCAL).

### **Voluntary Transfers**

Employees with the required qualifications for a position may request a transfer to another campus or department. The request for transfer must be completed electronically and submitted by the employee to the employee's supervisor for approval. Transfer procedures and guidelines will be emailed to all employees during the spring semester. Voluntary transfers will be allowed until the last instructional day. After the last instructional day, voluntary transfers will be contingent on the sending principal being able to secure a suitable replacement or extenuating circumstances. All transfer requests will be coordinated by the Human Resources Department. Employees requesting transfers must have a satisfactory current school year evaluation and cannot be on a growth plan.

### **Required Transfers**

To effectively staff all schools, required transfers may be necessary. At a new campus, a goal is that one-third of the teachers at each grade level or in each department will be comprised of transfer teachers, including voluntary and required transfers.

When considering a Required Transfer, the following shall be used to determine who will be required to transfer:

- Look at the affected grade level or department in the building.
- Determine who has the least amount of District certified teaching experience.
- Seniority is validated by the date the principal signed the Recommendation for Employment form.
- Subject area seniority will be used if an assignment is based on subject area rather than grade level consideration.
- Such service shall be construed as being that which is continuous.
- Employees for required transfers must have a satisfactory current school year appraisal and not be on a growth plan.

*Policy reference: DK*

## **Reduction in Force, Financial Exigency, Program Change**

It may be necessary to reduce the number of employees needed in a particular building, a department, or the district for such reasons as financial exigency or program change. Should such an event occur, affected employees will be notified in a timely manner.

*Policy reference: DFF (LOCAL)*

## **Workload and Work Schedules**

### **School Calendar**

The board of trustees adopts an academic calendar for each school year that designates school days and district holidays. A work calendar is developed from the academic calendar that establishes work days and school district holidays for professional and paraprofessional employees.

### **Professional Employees**

Professional employees and academic administrators generally 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. Classroom teachers will have a planning period for instructional preparation and 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 one day a week when no other personnel are available.

### **Paraprofessional and Auxiliary Employees**

Support employees are employed at-will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

### **Non-Contract Days**

Employees working 226 days or more have non-contract days in the summer between the final work day of one school calendar year and the beginning work day of the following school calendar year. Employees who work in departments that remain open during the summer in the best interest of the district may take non-contract days during the contract year with prior approval of their supervisor. The supervisor will approve non-contract days on a first-come, first served basis to ensure adequate coverage for department/district needs.

*Policy reference: DEA, DEAB, DK, DL*

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

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

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

*Policy reference: DEA, DEAB, DG*

## **Outside Employment and Tutoring**

All employees are required to disclose in writing on the Conflict of Interest form any employment outside of Frisco ISD. The Conflict of Interest form may be obtained from the Fisd Resource Center. Supervisors will maintain this form on the campus and notify the Human Resources Department of any potential conflict of interest.

*Policy reference: DBD*

## **Sales of District Resources**

Frisco ISD employees are prohibited from selling intellectual property such as curriculum, lessons written on school time, etc. Such material is considered the property of Frisco ISD.

*Policy reference: CI, CY*

## **Performance Evaluation**

### **Certified Employees**

Evaluation of an employee's job performance should be 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 paper and/or electronic forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance. All employees will receive a copy of their written evaluation (paper and/or electronic form), participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

*Policy reference: DN series*

## **Teacher Request For Second Appraisal**

Request for an additional observation by a different appraiser must be made in writing by the teacher to the Human Resources Department within 10 working days of the teacher's receipt of written observation and/or annual summative report. The second appraiser will be assigned by the Human Resources Department. The scores resulting from the second appraisal will be averaged with the assigned appraiser's report to produce the teacher's final written summative annual report (paper and/or electronic form).

Policy reference: DNA

## **Employee Involvement**

At both the campus and district levels, Frisco 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.

*Policy reference: DQA, BQB*

## **Professional Learning Guidelines**

In Frisco ISD, we are about growing our people. We provide flexibility for meaningful learning opportunities.

### **Professional Learning Expectations**

All Fisd employees shall complete professional learning hours during the professional learning calendar year.

## **Employee Specifications**

### **Non-exempt Employees**

District non-exempt employees include, but are not limited to, paraprofessional and auxiliary employees who are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor as documented in the district time keeping system.

For professional learning, the supervisor pre-approves and monitors 12 hours of learning, recorded in Eduphoria Workshop or an equivalent means of documentation which can occur during the workday, and must be completed during the professional learning calendar year. Separately or combined with learning, 16 hours of comp time must be recorded via clock in/out procedures **between July 1 and the third Friday in November** for those whose work expectations include the exchange hours equal to two workdays. Taking personal days is not an option for 16 hours of comp time. When in the best interest of the district, waiving the learning/working hours on the scheduled exchange days may be permissible with submission of approval to the Instructional Support Team department supervisor by first business day in November.

### **Central Administration/Campus Administration Exempt Employees**

Central Administration/Campus Administration exempt employees include, but are not limited to, campus administrators, district administrators, coordinators, district business professionals, and any other positions deemed by the District to be a non-teaching professional.

For professional learning, 12 hours of learning/training should be recorded in Eduphoria Workshop. The hours can occur during the workday and must be completed during the professional learning calendar year. Separately, 2 days of exchange time must be doc-

umented on the Eduphoria Formspace Exchange Day Equivalency Time Log (log found under **Payroll:** Project, date, hours worked) and completed by **the last business day in May.** To assist with the fulfillment of SBEC certificate renewal requirements, 27 additional contract hours of professional learning are required.

### **Campus Exempt Employees**

Campus exempt employees include, but are not limited to, classroom teachers, instructional coaches, counselors, nurses, librarians, technology integration facilitators, special education itinerant staff, and any other position deemed by the District to have direct responsibilities with students.

For professional learning, 12 hours of learning/training recorded in Eduphoria Workshop must be completed during non-contract hours (for the two exchange days) during the professional learning calendar year. To assist with fulfillment of SBEC certificate renewal requirements, 27 additional hours of professional learning are required.

### **Part-time Staff Requirements**

All part-time staff working 20 hours or more per contract/agreement must complete the full professional learning requirement. Part-time staff working 19 hours or less per contract/agreement must complete professional learning as specified by the supervisor. Employees on special contracts should consult the Payroll Department to verify contract terms.

## **Definitions**

### **Exchange Days**

Employment contracts/agreements for all eligible employees shall include hours equivalent to two workdays to be designated as "exchange days." The purpose of the exchange hours is for employees to meet the expectation for professional learning by attending workshops, conferences, seminars, and courses.

### **Extenuating Circumstances**

A written appeal may be made to the Assistant Director for Professional Development to waive the annual professional learning requirement due to extenuating circumstances or hardship.

### **Professional Learning Calendar Year**

The professional learning calendar year shall begin on the day following the last day of classroom instruction for each school year and shall end on the final day of classroom instruction the subsequent school year. Annual professional learning requirements may be prorated based on an employee's start date.

## **Sanctions for Non-compliance**

### **Professional Learning**

Staff choosing not to meet the professional learning expectation shall be documented through the performance appraisal system.

### **Exchange Days**

Staff choosing not to accrue the exchange hours equivalent to two workdays shall be docked at their daily rate of pay in order to return the compensation received for the exchange hours. Payroll deductions shall be done in half-day or full-day increments based on each individual's daily rate as determined by human resources.

### **Pay Reduction for Non-completion of Exchange Hours Requirement**

<b>Exchange Hours Completed</b>	<b>Comp Hours Required To Avoid Dock</b>	<b>Campus Exempt Employees Learning Hours Completed during Non-Contract Hours</b>	<b>Campus Exempt Employees Learning Hours required to avoid dock</b>	<b>Pay Reduction (Dock) At Daily Rate</b>
16 hours	0	12 hours	0	0 days
12-15 hours	4	9-11 hours	3	½ day at daily rate
8-11 hours	8	6-8 hours	6	1 day at daily rate
4-7 hours	12	3-5 hours	9	1 ½ days at daily rate
0-3 hours	16	0-2 hours	12	2 days at daily rate

### **Exempt Employees Hired Between**

First day of school – Fall Break

Minimum of 12 hours of non-contract AND PDAS (if applicable)\*

After Fall Break

PDAS (if applicable)\*

### **Non-exempt Employees Hired**

Before the 15<sup>th</sup> day of school

### **Requirement for Exchange Hours**

Minimum of 16 comp hours

Between the 16<sup>th</sup> and 40<sup>th</sup> day of school

Minimum of 8 comp hours\*\*

After 40<sup>th</sup> day of school

No exchange hours requirement\*\*\*

\*Late hires are not subject to a reduction in pay if hired after the exchange days

\*\*Allowed to use 1 personal leave day for remaining 8 comp hours

\*\*\*Contracted days will be adjusted at time of hire

### **Procedures**

### **Professional Development Appraisal System (PDAS)**

All teachers appraised with the PDAS instrument are required to complete PDAS New Teacher In-Service prior to being appraised by their supervisor. PDAS training will not count toward the 12-hour exchange (non-contract) requirement.

### **College/University Courses**

Transcripts and a course description must be submitted to your supervisor before a new portfolio entry is requested in Eduphoria Workshop. Three hours of completed college credit related to educational practice and/or administration equals 12 professional learning hours.



### **Out-of-District Courses and Conferences**

A District Approval Form should be submitted to the employee's supervisor to receive non-contract professional development credit for out-of-district workshops. A certificate of attendance from the presenter and workshop/session details must be submitted to the employee's supervisor before a new portfolio entry is requested in Eduphoria Workshop.

### **Individual Professional Learning Plan**

Prior to registering for summer courses, all professional campus exempt employees should meet as required by the supervisor (summative or goals setting) to address professional learning goals. An Individual Professional Learning Plan should be completed prior to meeting and approved by supervisor during the meeting.

### **Required Compliance Training**

Compliance training shall not apply towards professional learning hours. Examples include, but are not limited to, bus driver training (CDL license) and Safe Schools trainings, such as sexual harassment, sexual misconduct, child abuse, FERPA, etc. Additional compliance training may be required by the employee's supervisor.

### **Coaching and Sports Clinics**

Coaching and sports clinics may apply towards the 12-hour minimum non-contract requirement for content teachers based on the percentage of school day spent in athletics/physical education, including health and/or PE teachers. Although required for some extra-duty assignments, the clinics may not be directly related to any specified teaching assignment/certification area.

### **Digital Learning Environments**

Online, distance learning, eCourses, webinars, and/or any combination thereof, are acceptable for professional learning hours when pre-approved by the supervisor.

### **Book Studies**

Six hours of professional learning is the maximum number of possible hours for a single book study. Hours are not accrued for reading the book, but are given for the time spent processing and applying the content (discussions, round robins, application action plans, and or presentations/sharing). A Book Study Proposal Form must be completed and submitted for approval prior to scheduling a book study

### **Clocking In and Out**

Non-exempt employees must clock in and clock out for in-district learning and provide a time sheet for out-of-district learning. Time will be documented in the district time keeping system. For hours to be applied to the two exchange days, the hours must be accumulated outside of your regular work schedule.

### **Monitoring Compensation Time**

Compensation balances (as of the last pay period posted) for non-exempt employees can be accessed from the Employee Access Center.

### **Official Time**

The campus or department is not responsible for calculating compensation time for non-exempt employees. Calculations are done in the Payroll Department to ensure legal and accurate calculations are completed.

*Policy Reference: DEC, DMA*

## **Workshop Facilitation by Teachers**

### **Instructor Credit (During Non-contract)**

Workshops that teachers conduct for other teachers during non-contract time shall not count toward the minimum 12-hour non-contact (exchange) requirement. Teacher-presenter will be paid via Professional Development funds per Eduphoria Formspace from for all workshops conducted as follows:

- 6 hour workshop, includes preparation time \$300; split \$150 for co-presenters
- 3 hour workshop, includes preparation time \$150; split \$75 for co-presenters
- 1 hour workshop, includes preparation time \$50

### **Instructor Credit (During Contract)**

Workshops that teachers conduct for other teachers during district-wide professional development count toward the 30 hour contract requirement. Teacher-presenter can be paid via Curriculum Department for planning and preparation only at a rate of \$25/hour for a portion of the presentation time. In most cases as follows:

- 6 hour workshop; 4 hours of preparation (\$100)
- 3 hour workshop; 2 hours of preparation (\$50)
- 1 hour workshop; 1 hour of preparation (\$25)

### **Instructor Required Enrollment**

A session must include a minimum of 10 attendees in order for presenter to receive compensation. Allowances will only be made for fewer attendees when small specialized content areas are involved. The instructor is not considered an attendee.

*Policy Reference: DMA, DEC*

## **Compensation and Benefits**

### **Salaries, Wages, and Stipends**

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on hourly wages or provided compensatory time for each overtime hour worked beyond 40 in a work week. Contract employees who perform extracurricular or supplemental du-

ties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

All employees will receive written notice of their pay and work schedules at the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Employees should contact the Human Resources Department for more information about the district's pay schedules or their own pay.

*Policy reference: DEA, DEAA, DEAB*

### **Direct Deposit Receipts**

Employees will receive a direct deposit receipt on the guaranteed pay date either by mail or through the Frisco ISD Employee Access Center. Email notifications to check the EAC are sent to all employees with an email address listed. The Employee Access Center is located on the staff tab of the Fisd website. Payroll statements will not be released to any person other than the district employee named on the statement without the employee's written authorization. There is no provision for payroll advances.

An employee's payroll statement contains detailed information including deductions, withholdings, calendar year-to-date totals, leave balances, and leave used for the pay period and is available online through the Employee Access Center.

### **Pay Dates**

All professional personnel are paid monthly. Pay dates are the 15<sup>th</sup> of the month or the Friday prior to the 15<sup>th</sup> of the month.

All auxiliary personnel are paid semi-monthly. Pay dates would be the first school business day of the month and the 15<sup>th</sup> of the month or the Friday prior to the 15<sup>th</sup> of the month.

A complete listing of all pay dates for monthly and semi-monthly employees is posted on the Fisd website

### **Automatic Payroll Deposit (Direct Deposit)**

Direct deposit is the electronic transfer of an employee's net pay directly into financial institution accounts designated by the employee. Direct deposit is mandatory for all Frisco ISD employees and takes effect as soon as your completed form in the Payroll Office is received. The FDIC no longer requires a testing period for any existing bank, so your pay will be direct deposited on the very next payroll date following receipt of this completed form. With direct deposit, an employee's pay is immediately available on the pay date and the employee no longer has the risk of lost, stolen, or damaged checks. The form to apply for direct deposit is available on the Fisd website.

## **Payroll Deductions**

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions are required for all employees hired after March 31, 1986. Medicare and FICA Alternative 457 deductions are mandatory for employees who are part-time, temporary, or working less than 50% per day. Federal withholding is a mandatory deduction unless the employee claims exemption from withholding on the W-4 form.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurances, annuities, the Texas Tomorrow Fund, professional association dues, Laura Ellison Child Development Center, the Frisco Education Foundation, and Frisco's Family Services. Salary deductions are automatically made for unauthorized or unpaid leave.

*Policy reference: CFEA*

## **Time Clock Guidelines**

Use of the time clock system is required for all non-exempt employees. The electronic time keeping system will accurately keep track of employee work time as entered by the employee. It also facilitates the district's ability to efficiently process time worked for payroll purposes. The following guidelines outline the expectations for using the system efficiently.

### **Official Time of Records**

The electronic time keeping system and associated work records are the official method for recording hours worked by non-exempt employees of Frisco ISD. Any disputes regarding actual hours worked or employee attendance will be resolved by referring to the records generated from the electronic time keeping system.

### **Daily Clock In/Out Requirements**

All non-exempt employees are required to "clock in" in the morning and to "clock out" at the end of their workday. Additionally, non-exempt employees are required to "clock in" and "clock out" for lunch breaks. Failure to clock in/out requires that the non-exempt employee contact their supervisor and/or appropriate designee to provide rationale for the missed entry in a timely manner. Contacting the appropriate supervisor or designee is also required when/if the employee experiences difficulty or a malfunction of the system that prevents them from entering their time according to the documented guidelines.

### **Absences**

The electronic time keeping system does not remove the need for employees using it to follow procedures for submitting leave requests for days missed through Aesop.

### **Proper Usage**

All employees designated to utilize the electronic time keeping system are expected to follow all district expectations.

- Employees are expected to clock in at their scheduled start time. Employees should not clock in prior to their scheduled start time (*unless they have the expressed permission of their supervisor to clock in prior to their regular time*).
- Employees are expected to remain clocked in and engaged in their assigned work until their scheduled end time (*unless they have the expressed permission of their supervisor to clock out prior to their regular time*).

### **Violations**

Engaging in any of the following actions could result in immediate disciplinary action, including termination.

- Attempting to tamper with time keeping hardware or software.
- Clocking in/out for a late or absent employee.
- Interfering with other employee's use of the electronic time keeping system.
- Unauthorized viewing of another employee's time in the electronic time keeping system.
- Taking advantage of the rounding process used to manage hours worked. (*Time is rounded to the nearest 3 minutes.*)
- Intentional or careless working "off the clock". Non-exempt employees are required to clock in before performing any work. Additionally, non-exempt employees are not permitted to clock out and then continue working.

### **Overtime/Comp Time**

Overtime and/or comp time should always be expressly authorized in advance by a supervisor. Overtime and comp time is calculated based on the actual hours recorded for the employee.

### **Docked Pay**

A non-exempt employee shall be docked for hours missed when all available local days, state days, and compensatory time, etc. have been exhausted.

## **Overtime Compensation**

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

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in a straight-time pay or compensatory time off. Employees must work more than 40 total hours in a week to earn overtime compensation.

For the purpose of calculating overtime, a workweek begins on Monday at 12:01 a.m. and ends at midnight Sunday. Employees may be compensated for overtime with compensatory time off or direct pay at time-and-a-half rates. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time
- Compensatory time earned must be used according to a schedule that is mutually agreeable to the employee and supervisor.
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's direction. An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.
- Compensatory time shall be used within the duty year in which it is earned. It does not carry over to the next duty year.

*Policy reference: DEAB*

### **Travel Expense Reimbursement**

Employees of the district shall be reimbursed for travel incurred while performing duties related to their job. Such travel is made at the request of the employee's immediate supervisor based on District guidelines. Prior approval for all travel expenses must be obtained before any expenses are incurred.

*Policy reference: DEE*

### **Mentors for Student Teachers**

Teachers who are responsible for a student teacher may receive an additional personal day per nine-week supervisory assignment. This is contingent on the determination of the classroom teacher and the principal that the student teacher is ready to assume responsibility for the class alone for the entire day.

### **Tuition Reimbursement**

Tuition reimbursement is available for teachers working toward a first master's degree. Funds are allocated by semester, in the fall, 1/3 of the total will be available; in the spring, 1/3 of the total will be available; in the summer, 1/3 of the total will be available. Forms to apply for tuition reimbursement will be emailed from the Human Resources Department before the beginning of each semester. Application must be made each semester and qualifications must be met in order to be eligible for reimbursement. Priority is given to those teachers who will remain teaching in the classroom rather than a degree in educational administration, counseling or library certification.

### **Accrued Days**

Leave days and vacation days are benefits which are available to the employee while in the employ of the district. Upon termination of employment, benefits are not available nor are they payable.

When an employee with ten or more years of service in the district retires with TRS and is no longer employed by the district, the employee shall be reimbursed for unused accumulated state and local leave at a rate of \$50 per day not to exceed a maximum of \$5,000.

*Policy reference: DEC (LOCAL)*

## **Health, Dental, Vision, and Supplement Benefits**

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

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week, including substitute teachers, tutors, crossing guards and temporary employees, are eligible to enroll in the TRS ActiveCare plan but are **not** eligible for the district contribution. Supplemental benefit carriers offer coverage to employees working 20 hours per week or more.

TRS retirees who are enrolled in TRS-Care, the retiree health insurance program, are not eligible to participate in TRS-ActiveCARE.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during annual open enrollment. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees @ [www.mybenefitshub.com/friscoisd](http://www.mybenefitshub.com/friscoisd). Employees should contact the Benefits Department for more information.

All benefits eligible employees will be required to complete the on-line enrollment process during the specified enrollment period to accept or decline the offered coverage. Employees hired after open enrollment **must** contact the Benefits Department for information as part of the hiring process. Employees that are hired after open enrollment have **30** days from their hire date to apply for benefits.

Changes to these and other supplemental benefits are only permitted at open enrollment or in the event of an official "change of status" as defined under HIPAA. Benefits changes, as a result of an official "change of status" must take place within 30 days of the qualifying event.

*Policy reference: CRD*

## **Deferred Compensation Plan (Section 457)**

The 457(b) Retirement Savings Plan is a voluntary savings program designed to allow employees to defer a portion of their compensation through payroll deductions. These deferrals are made on a pre-tax basis and allow employees the opportunity to save for retirement. The Retirement Savings Plan is set up under the Section 457(b) of the Internal Revenue Code and is not subject to the 10% excise tax on distribution. Participation in this plan does coordinate with the 401(a) matching plan. For additional information contact JEM Resource Partners at (800)943-9179.

**Cafeteria Plan Benefits (Section 125)**

Employees that work 20 or more hours per week are eligible to participate in the Cafeteria Plan (Section 125) and under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis, i.e., health, dental, vision and some supplemental products. Medical reimbursement and dependent care accounts are also available through the 125 plan. A third party administrator handles employee claims made on these accounts. Employees **must** re-elect this benefit on an annual basis during the specified time for open enrollment. Employees that are hired after the open enrollment process **must** accept or reject this benefit during their first **30 days** of employment.

Changes to these and other supplemental benefits are only permitted at open enrollment or in the event of an official "change of status" as defined under HIPAA. Benefit changes, as a result of an official "change of status" must take place within 30 days of the qualifying event.

**TERRP 401-A**

Through TERRP, FISD's Teacher/Employee Recruiting and Retention Program, the district makes matching contributions for all employees who have completed one year of service on or before September 1, that work 20 or more hours per week and contribute part of their salary to a 403(b) Tax Sheltered Annuity and/or the district's 457(b) Deferred Compensation plan through payroll deduction. The District matches 25% of the employee's contributions up to 1% of the base salary. The employee will be vested in the account on a gradual basis over five years. The employee owns an increasing share of the account through tenure of employment. The vesting schedule follows:

<b><u>Number of Years Employed with FISD</u></b> <b><u>(as of August 31 each year):</u></b>	<b><u>Percentage Vested:</u></b>
1 <sup>st</sup> & 2 <sup>nd</sup> years	not vested
3 <sup>rd</sup> year	50%
4 <sup>th</sup> year	75%
5 <sup>th</sup> year & after	100%

**Termination Coverage (COBRA)**



Employees who end their employment with FISD and who participate in the district benefits have the opportunity to participate in COBRA coverage at their own expense for themselves and their covered dependents. COBRA notification for health, dental and vision insurance will be issued at the time coverage ceases.

## **Workers' Compensation Insurance**

The district, in accordance with state law, provides workers' compensation benefits to employees who are injured while performing duties within the course and scope of their duties for the district. Medical expenses and income benefits are prescribed by law depending on the circumstances of each case. Workers' compensation benefits will cover only a work-related injury or illness, not other medical problems. Once a claim is reported and accepted by the district's workers' compensation program as compensable (eligible), your workers' compensation benefits begin. This is the only medical benefit you may use for treatment of your specific claim/injury, including medical examinations and medications. The district's workers' compensation program pays for healthcare reasonably required using evidence-based medicine in accordance with the State of Texas Official Disability Guidelines (ODG) to treat a compensable injury.

Employees must immediately report all incidents or accidents to their school nurse or supervisor. If a claim is reported more than 30 days after it occurs, benefits may be denied or disputed if the employee does not report the injury. You may be asked questions to enable the nursing, payroll or risk management staff to complete the state-required employer's first report of injury and the Claims Administrative Services (CAS) Workers' Compensation Supplemental Injury Report. A hard copy of the injury report form must be sent to the District's Workers' Compensation Specialist located in the Administration Building with a fax copy sent on the day the injury occurred. If medical attention is required for the injury, employees should ensure that the services are obtained from a medical provider that accepts workers' compensation. Workers compensation claims should not be processed via personal health insurance.

Per Workers' Compensation laws, the district does not pay injured workers for the first seven days off work. However, you may choose to use your accrued leave time for the first seven days. If you are out 14 days, workers' compensation will retroactively pay the first seven days or credit the personal leave time used by the employee. If the employee does not lose more than seven days and does not have any personal leave time available their payroll may be docked. After the seventh day of absence, the district workers' compensation program will pay 70% to 75% of the employee's average weekly wage, subject to the maximum and minimum amounts established by law. This is not salary or a paycheck. It is called Temporary Income Benefits (TIBS). Employees on Worker's Comp leave are also required to complete the applicable FMLA and TDL forms if absences exceed 5 days. Please contact the Benefits Department with questions.

Questions relating to the FISD Workers' Compensation Program should be directed to:

Workers' Compensation Specialist  
FISD Administration  
Direct Phone Number: 469-633-6342  
Fax Number: 469-633-6325

*Policy reference: CRE*

## **Unemployment Insurance**

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

*Policy reference: CRF*

## **Teacher Retirement**

All personnel employed on a regular basis for at least four and one-half months are members of the Texas Teacher Retirement System (TRS). Substitutes who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Payroll Department as soon as possible. Information on the application procedures for TRS benefits is available by contacting TRS.

*Inquiries should be addressed to:*  
*Teacher Retirement System of Texas*  
*1000 Red River Street*  
*Austin, TX 78701-2698*  
*800.223.8778 or 512.397.6400*

*TRS information is available on the Web:*  
*[www.trs.state.tx.us](http://www.trs.state.tx.us)*

*Policy reference: DEG*

## **Leaves and Absences**

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

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the district as they were when they were working. Otherwise, the district does not make benefit contributions for employees who are on unpaid leave.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. An employee who is absent three or more workdays because of personal illness shall submit, upon return to work, a medical certification of illness and notice of his or her fitness to return to work. An employee absent more than three consecutive workdays because of illness in the immediate family shall present, upon return to work, medical certification of the family member's illness.

Employees Working 100% of the Day

Days Worked	State Days Awarded	Local Days Awarded	Extended Leave
180+	5.0	5.0	10
162-179	4.5	4.5	9
144-161	4.0	4.0	8
126-143	3.5	3.5	7
108-125	3.0	3.0	6
90-107	2.5	2.5	5
72-89	2.0	2.0	4
54-71	1.5	1.5	3
36-53	1.0	1.0	2
18-35	0.5	0.5	1
0 - 17	0	0	0

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**Continuation of Health Insurance**

Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act (FMLA) will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than Family and Medical Leave. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

## **State Days**

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

### **Nondiscretionary Leave**

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

### **Discretionary Leave**

Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. A request form for discretionary leave shall be submitted seven days in advance of the anticipated absence. Discretionary leave shall be granted on a first-come, first served basis, with a maximum of 20 percent of campus or district employees in each category permitted to be absent at the same time for discretionary personal leave. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or District operations, as well as availability of substitutes. Campus personnel must submit a discretionary leave request, for the following **protected days**:

- A school day before a school holiday,
- A school day after a school holiday,
- A school day before or after a bad weather make-up day,
- Bad weather make-up days while classes are held,
- Bays scheduled for end-of-semester or end-of-year exams,
- Days scheduled for state-mandated testing, or

- Professional or staff development days.

Employees should not make plans to be absent on bad weather make-up days in anticipation of a holiday. Requests for discretionary leave citing such plans will be denied.

Excessive absences for non-approved discretionary leave may result in disciplinary action, up to and including immediate termination of a non-exempt employee and nonrenewal of an exempt employee's contract.

### **Non-Contract Days**

Employees working 226 days or more have non-contract days in the summer between the final work day of one school calendar year and the beginning work day of the following school calendar year. Employees who work in departments that remain open during the summer in the best interest of the district may take non-contract days during the contract year with prior approval of their immediate supervisor. The supervisor will approve non-contract days on a first-come, first served basis to ensure adequate coverage for department/district needs.

### **Leave Proration**

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

### **State Sick Leave**

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in half-day or full-day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits. If an employee uses more sick leave than he or she has earned, the costs of unearned sick leave will be deducted from the employee's next paycheck.

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

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

### **Local Leave**

All employees shall earn five equivalent workdays of local leave days per school year concurrently with state personal leave. Local leave shall accumulate to a maximum of 30 workdays and shall be taken with no loss of pay. Any leave taken for which leave

balances are insufficient shall result in a deduction from the employee's paycheck commensurate with the amount of leave taken.

### **Unpaid Leave**

Employees shall be charged leave as usual even if a substitute is not employed. If an employee is consistently absent without pay, an adjustment will be made for unearned local leave in the last check of the year.

### **Sick Leave Bank**

The purpose of the Sick Leave Bank is to provide additional sick leave to members of the Bank in the event of a serious extended illness, surgery, or a temporary disability. Days may be requested from the Bank only after the member has exhausted all accumulated state and local sick leave days. All district employees who work a minimum of 20 hours per week and are in an allocated budgetary position are eligible for membership. Membership in the Sick Leave Bank is voluntary. To become a member of the bank, an employee must contribute three days from his/her accrued local leave.

If a member uses three or more days from the bank during the school year, he/she will be required to donate an additional three days the following school year in order to have continuing membership in the bank. If the member uses less than three days from the bank, he/she will donate the actual days used. Any member choosing not to donate or repay the bank days the following year will forfeit membership permanently.

Sick leave days from the bank will not be granted for a period of disability when funds are available to the member under the Worker's Compensation Act.

### **Extended Local Leave**

Full-time employees may be granted up to ten days of extended sick leave for personal illness or disability. This leave can only be accessed when all other state and local leave is exhausted. During extended leave, only the certified substitute's rate of pay will be deducted from the employee's pay, with one-half of the certified substitute rate deducted for auxiliary employees. Extended local leave days will not be granted for a period of disability when funds are available to the employee under the Worker's Compensation Act. Appropriate leave forms must be current, complete and on file with the Benefits Department to qualify for extended local leave.

### **Temporary Disability Leave**

The purpose of temporary disability leave is to provide job protection to full-time employees who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability. A full-time educator may voluntarily request to be placed on temporary disability leave or be placed on leave involuntarily.

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If short-term disability leave is approved, the length of leave is no longer than 90 calendar days.

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

When an employee is ready to return to work, the Leave Administrator should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Employees returning from leave will be reinstated to the school which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year. Temporary disability leave is available for an extended absence due to an employee's own medical condition.

### **Extended Sick Leave**

The district provides extended sick leave benefits to all full-time employees. A full-time employee who has exhausted all sick and personal leave provided under the district's policies and state law may be permitted to take up to 10 consecutive days of extended sick leave (while under Doctor's care) during a school year in the event of the employee's personal illness or disability, including pregnancy-related disability. The district will deduct the minimum professional sub rate per day from a professional employee's pay during the period in which extended sick leave benefits are used. The district will deduct the minimum sub rate per day from paraprofessional and auxiliary employee's pay during the period in which extended sick leave benefits are used. The amounts described above will be deducted from an employee's pay whether or not a substitute employee is required during the absence. Extended local leave days will not be granted for a period of disability when funds are available to the employee under the Worker's Compensation Act.

### **Family and Medical Leave Act (FMLA) Eligibility**

Employees who have been employed by the district for at least 12 months and have worked at least 1,250 hours during the preceding 12 months are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave for the following reasons:

- The birth, adoption, or foster placement of a child.
- To care for a spouse, parent, or child with a serious health condition.
- An employee's serious health condition.
- A qualifying exigency resulting from active military service of a spouse, child or parent.

### **Combined Leave for Spouses**

Spouses who are employed by the district are limited to a combined total of 12 weeks of Family and Medical Leave.

### **Military service family leave**

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

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

**\*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".**

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

\*Special hours of service eligibility requirements apply to airline flight crew employees.

An eligible employee is entitled to leave to care for an active duty military service member who incurs a serious illness or injury in the line of duty. The service member must be the employee's spouse, child, parent or next of kin.

### **Continuation of benefits and job restoration**

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

### **Use of paid leave**

Family and medical leave runs concurrently with accrued state and local leave. Accumulated leave will be used as family and medical leave, except in the case of employees who are receiving workers' compensation wage benefits.



### **Intermittent leave**

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

- To allow an employee to care for a seriously ill spouse, child or parent.
- When an employee requires medical treatment for a serious illness.
- When an employee is seriously ill and unable to work.

### **Request for Family Medical Leave**

When the need for family and medical leave is foreseeable, employees must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact the Human Resources Department as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member.
- Second or third medical opinions and periodic recertification of the need for leave.
- Period reports during the leave regarding the employee's status and intent to return to work.
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work.
- Certification of the need for family military leave.

Employees requiring family and medical leave should contact the Human Resources Department for details on eligibility, requirements, and limitations.

### **Bereavement (Funeral) Leave**

Use of state and/or local leave for death in the immediate family shall not exceed five work days per occurrence, subject to the approval of the district.

### **Assault Leave**

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

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.

### **Jury Duty**

Employees will receive leave with pay and without loss of accumulated leave for jury duty. and the employee may keep any compensation they receive for their jury services.

### **Other Court Appearances**

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

Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.

*Policy Reference: DEC*

### **Military Leave**

#### **Paid leave for military service**

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

#### **Re-employment after Military Leave**

Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the period of time specified by law to Human Resources. In most cases, the length of federal military service cannot exceed five years.

#### **Continuation of health insurance**

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

*Policy reference: DEC, DECA, DECB*

## **Employee Relations and Communications**

### **Employee Recognition and Appreciation**

Continuous efforts are made through 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 district newsletters, and through special events and activities.

### **District Communications**

Throughout the school year, the Communications Office works to provide information to employees and the community regarding school and District activities and achievements. The District website, [www.friscoisd.org](http://www.friscoisd.org), is key in communicating timely and relevant information. Each week, staff will also be emailed an electronic newsletter, "The Beat," with District news and pertinent and fun information.

Employees can reach the internal Staff Portal, [portal.friscoisd.org](http://portal.friscoisd.org), from the District website by clicking on the Staff tab and entering their active directory username and password. In the Staff Portal, employees can access their FISD email, Google Apps and network drive, as well as links to frequently used, web-based programs. Within the Staff Portal, employees will also find links to the Resource Center and the employee Intranet, [homeroom.friscoisd.org](http://homeroom.friscoisd.org). The Resource Center provides key information and documents regarding Frisco ISD including calendars, guidelines, processes, policies, handbooks, etc. The Intranet is home to the District Forums, where employees may find deals that are available to FISD employees, post items for sale or share information with fellow employees regarding side businesses. There is also a place to collaborate with fellow employees and share events and opportunities available within the community. In addition, the Intranet is home to the Speaker's Bureau, where teachers can search a list of volunteers who have offered to share their knowledge and expertise with students on certain topics. Teachers may use this list to invite speakers to visit their classroom based on what is being studied.

Employees should not sell wares from side businesses at work and school district resources, including email, should not be used for personal gain. All information that is not school related, such as flyers, brochures, etc. must be approved for distribution to parents through the Communications Office. This includes information from a teacher that is not school related, such as a personal business, offering summer swim lessons, summer tutoring, etc. The method for distribution of non-school materials to parents is the electronic Community Folder on the District.

## **Complaints and Grievances**

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

The formal grievance 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.

You can access policy updates at [www.friscoisd.org](http://www.friscoisd.org) under Inside Frisco ISD-Policy Online.

*Policy reference: DGBA*

## **Employee Conduct and Welfare**

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, and employees and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they are to be absent. Failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Express concerns, complaints, or criticism through appropriate channels.
- Know and comply with department and district procedures and policies.
- 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 policy and procedures, and ethical standard. Violations 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 Texas Education Agency not later than the seventh day after the superintendent knew of the incident.

### **Employees Standards of Conduct**

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

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

##### **Purpose and Scope**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the commu-

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

## **Enforceable Standards**

### **1. Professional Ethical Conduct, Practices, and Performance**

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

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

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

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

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

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

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

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

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

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

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

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

**Standard 1.13** The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

## **2. Ethical Conduct toward Professional Colleagues**

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

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

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

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

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

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

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

## **3. Ethical Conduct toward Students**

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

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

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

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

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

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

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

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

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network

communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

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

*Policy reference: DH*

## **Discrimination, Harassment and Retaliation**

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

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the Superintendent or designee. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor. A complaint against the Superintendent may be made directly to the Board.

Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the principal or supervisor regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The district will not retaliate against an employee who in good faith reports perceived harassment.

Employees who suspect an employee or student may have experienced prohibited discrimination, harassment and/or retaliation are obligated to report their concerns to the campus principal, supervisor and/or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. Additionally, an employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment and retaliation can be found at [www.friscoisd.org](http://www.friscoisd.org) under board policies.

*Policy reference: DH, FNC, DIA, FFH, FNC,FB, FFF, FO*

## **Sexual Harassment**

### **Employee-to-Employee**

Sexual harassment of a co-worker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions.
- The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been sexually harassed by another employee are encouraged to come forward with complaints. The district will promptly investigate all allegations of sexual harassment and will take prompt appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees.

### **Employee-to-Student**

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. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification.
- Communicating (including email, text, telephone and/or social networks) with students at home or elsewhere and engaging in inappropriate social relationships. All communication with students should be professional in nature and not on a personal level.
- Engaging in physical contact that would reasonably be construed as sexual in nature.
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.



In most instances, sexual abuse of a student by an employee violates the student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the campus principal. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse also will be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact the Student Services Office and the Curriculum and Instruction Office.

*Policy reference: DF, DH, FFG, FFH*

### **Associations and Political Activities**

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

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

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

*Policy reference: DGA*

### **Charitable Contributions**

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

*Policy DG*

### **Responsible Use Policy for Technology Resources**

Access to the district's technology resources, including its telephone system, computers, computer peripherals, mobile devices, computer networks, electronic mail systems, videoconferencing systems, all district-owned devices used on or off school property and its

internet and intranet access capabilities, is a privilege, not a right. Our goal in providing these resources is to promote educational excellence in FISD by facilitating communications for resource sharing, collaborative work, and innovation.

All users shall be required to acknowledge receipt and understanding of all administrative regulations governing the use of the technology resources and shall agree in writing to comply with any regulations and guidelines as a condition of system access. Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private. Designated District staff may be authorized to monitor the District's technology resources at any time to ensure appropriate use.

**A. General Use:**

- The use of an account must be in support of education and research and be consistent with the educational objectives of Frisco Independent School District.
- All district hardware and online platforms, including the resources housed within, are the property of Frisco ISD. It is strictly prohibited to utilize school resources such as, but not limited to, district Curriculum Based Assessments (CBAs), test banks, and district curriculum for personal gain.
- Employees shall take proper care of and use good judgment when using district technology resources and will be held responsible for any damage or misuse.
- Personal use of the Internet should be restricted to the hours outside the school day. Accessing inappropriate or blocked internet sites could result in loss of Internet privileges.
- It is the user's responsibility to prohibit any use of a district account by anyone other than the authorized owner of the account, including keeping your passwords private.
- Students must be supervised when accessing technology resources (including the Internet).
- Employees may not allow students to access the network through an employee's account.
- Employees must protect the privacy of student personal and academic data. Student information may be transmitted only if a parent has given written consent. All district maintained data is protected by SBEC guidelines and Federal privacy law (FERPA).

**B. Internet/Electronic Communications Use:**

- Electronic media and communications such as files, Internet use, and electronic mail are not private. Network administrators may review electronic communications and logs of Internet sites visited to verify responsible use. Messages relating to, or in support of, illegal activities may be reported to the appropriate authorities.
- Be polite, never send harassing or abusive messages, and always use appropriate language.
- Do not reveal personal information (including names, addresses, or phone numbers) of others, unless there is written consent.

- All communications and information accessible via the network should be assumed to be private property subject to copyright regulations.

### **C. Computer Ethics:**

- It is prohibited to load software or add hardware that is not part of the district standard without written authorization from the technology department.
- Illegal activities are strictly prohibited.
- Use of commercial activities is not acceptable. FISD email accounts should not be utilized to sell personal property. Use for product advertisement or political lobbying is also prohibited.
- Do not use the network in such a way that would disrupt the use of the network by other users (e.g. uploading and/or downloading huge files using prime time; sending frivolous mass emails, such as chain letters; annoying other users electronically).
- Non-school-related personal web pages/social networking sites must not be linked in any way to a Frisco ISD class web page or used with students.
- If publishing an educational website or Web 2.0 learning page created for a FISD classroom, the URL must be submitted to the campus principal or designee for approval and the "FISD Staff Web 2.0 Learning Guidelines" below should be followed.

### **Frisco ISD Web 2.0 Teaching & Learning Guidelines:**

Teachers, administrators, librarians, or counselors may create wikis, blogs, or websites for use in class activities or to provide a resource for other teachers or staff members in the District. FISD encourages staff to move their teaching and learning into the 21<sup>st</sup> Century by using Web 2.0 tools. Teachers may utilize either unfiltered commercially available web tools or Frisco ISD internally hosted tools. Regardless of the tool set (FISD or other), Frisco ISD's Web 2.0 Teaching and Learning Guidelines must be followed.

### **Expectations:**

- Teachers who wish to have an instructional web presence must report the URL to their principal.
- Teachers will be responsible for maintaining their class or educational resource wiki, blog, or web page. Any student contributions to these tools MUST be moderated by the teacher before being published.
- Teachers that create Web learning environments should monitor their students' activities to ensure compliance with the student Responsible Use Policy (RUP) as published in the Code of Conduct.
- Teachers may use any Web 2.0 site tool that is not filtered by the Frisco ISD Network filter.
- Teachers' wikis, blogs, or web pages must reflect positively upon the district and department or school.
- Non-school-related personal web pages/social networking sites must not be linked in any way to a Frisco ISD class web page or used with students.
- All web pages should reflect instructional goals; this means that all staff and student web pages must clearly demonstrate the connections to educational projects, activities or goals.
- Do not directly associate student names and pictures.

- Teach students to use “screen names” that are anonymous and cannot be traced to a specific location.
- Instruct students not to publish identifying information: i.e., location, names, phone numbers, pictures with names or location, in their web publications, posts, or audio/video content.
- Teachers are encouraged to notify parents that students will have the opportunity to interact with a class web learning tool.

### **Showing Movies in Class**

Movies shown in class shall be for educational purposes only. Movies are not to be shown in their entirety, but rather as clips to enhance instruction. Teachers who wish to show clips of a movie in class that are not directly referenced in district curriculum documents must get approval from their campus principal. For additional information regarding the guidelines for showing movies in class, visit the Fisd Resource Center. Approval for elementary and secondary teachers can be found in Eduphoria Formspace.

### **Computer Software**

Unless otherwise provided in the purchase agreement, a purchased computer program shall not be used as a “master” to make copies. A computer program may be legally copied only if making a copy as an essential step in using the program (such as automatic copying into memory when a program is loaded) or the new copy is a backup. Backups cannot be used simultaneously with the original and must be erased if the original is resold.

District employees shall not use networking and booting to accomplish multiple simultaneous use of a program without permission or unless the purchase agreement allows a specified multiple use of the single copy.

### **Violations/Sanctions**

Non-compliance with this policy may result in suspension of access or termination of privileges and other disciplinary action consistent with district policies and state law. Violations of law may result in criminal prosecution as well as disciplinary action by the District. Persons whose violation of this policy results in system disruption or damage may be responsible for reimbursement of costs incurred in system restoration.

### **Disclaimer of Liability**

The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage the user may suffer, including but not limited to loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the system.

*Policy Reference: CQ*

## **Alcohol and Drug Abuse Prevention**

Frisco 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.

*Policy reference: DH*

## **Dietary Supplements**

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

Policy reference: DH, FFAC

## **Safety**

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

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all injuries to your campus nurse or supervisor.
- Operate only equipment or machines for which they have training and authorization.
- Conduct periodic work area inspections and immediately report physical hazards to your supervisor or district maintenance for correction.

Employees with questions or concerns relating to safety programs and issues can contact:

Environmental Health & Safety/Risk Management Programs  
Attn: Noel Nixon  
FISD Sam Carter Service Center  
469-633-6500 (Main)

*Policy reference: CK series*

## General Procedures

### Open Door Philosophy

Each employee is vital to the success of the students. The district invites employees to share knowledge, to offer suggestions, or to express concerns. Likewise, the employee is encouraged to listen to concerns or receive suggestions from his/her immediate supervisor which will enhance the development and improvement of the individual employee or all employees of a department or school. Open communication is encouraged and valued at all levels through the establishment of a positive and non-threatening climate. To this end, each employee is encouraged to contribute to the open communication philosophy through the following process:

- The employee shall feel safe in speaking with his/her immediate supervisor about suggestions or concerns at a time agreeable to both.
- The immediate supervisor is to address the issues presented in a timely manner or forward them to the next level when the topic deals with areas outside of his/her responsibility.
- Anytime the employee feels that the issues have not been addressed appropriately, the employee should feel free to present the matter to the next supervisory level.
- The employee should inform the immediate supervisor that he/she intends to speak with the next level supervisor and may ask for assistance.
- When asked to help, the employee's immediate supervisor should assist the employee by making the appointment and by informing the next level supervisor of the topic(s) to be discussed. The next level supervisor will determine the employee's immediate supervisor's attendance at the next level.

Through this process of open communication, the interest of the employees, the students, the community and the district can best be served.

### Visitors in the Workplace

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.

*Policy reference: GKC*

### Drug Free Schools

The district prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the district's activities. Employees who violate these prohibitions shall be subject to disciplinary sanctions. Such sanctions may

include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the district, and referral to appropriate law enforcement officials for prosecution.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

*This notice complies with notice requirements imposed by the Federal Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3224a and 34 CFR 86.201).*

*Policy Reference: DI (EXHIBIT)*

## **Tobacco Products and E-Cigarette Use**

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

*Policy reference: DH, FNCD, GKA,*

## **Employee Arrests and Convictions**

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

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

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

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor

- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI) Acts constituting abuse under SBEC rules
- Acts constituting abuse or neglect under SBEC rules

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.

*Policy reference: DH*

### **Possession of Firearms and Weapons**

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the Director of Security at 469 633-6505 immediately.

*Policy reference: FNCG, GKA*

### **Asbestos Management Plan**

Frisco ISD is committed to providing a safe environment for employees. The district is working hard to maintain compliance with the federal Asbestos Hazard Emergency Response Act (AHERA). Copies of campus inspections and assessments of asbestos containing materials and the complete AHERA management plan are available for review during normal business hours at the FISD Central Administration Campus at 5515 Ohio Drive. If you have questions about the plan or this federally mandated program please contact FISD Risk Management Programs at 469-633-6340.

*Policy reference: CKA*

### **Pest Control Management**

The district applies pesticides as part of an Integrated Pest Management (IPM) program. All persons applying pesticides on district property are required to be licensed by the Texas Department of Agriculture (Structural Pest Control Services Division). Under no circumstances shall non-licensed district employees utilize or store pesticides on district property. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program. In addition, the district has a policy that requires the usage of non-chemical pest control tactics whenever possible. If you have any questions about the Frisco ISD Integrated Pest Management Program please contact the IPM Coordinator/Risk Management Programs at 469-633-6500.

*Policy reference: DI, CLB*



## **Absences**

When an employee must be absent from work, as much advance notice as possible should be provided. The supervisor should be contacted prior to work time. The employee is responsible for recording the absence in the AESOP System. If an employee must leave work early, the supervisor should be informed when the employee reports for work that day.

## **Bad Weather Closing**

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the District's facilities. Immediate supervisors may direct employees to report to work if it is essential. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the District website and utilize the District's phone, email and text message system to contact staff and parents. Please make sure your information is up-to-date in the Employee Access Center. We will also utilize social media and contact local news outlets.

## **Conflict of Interest**

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

Teachers shall not privately tutor their own students for pay, except during the summer months. A district employee shall not use district facilities when tutoring students for pay.

Employees should contact their supervisor for additional information.

*Policy reference: DBD*

## **Fraud and Financial Impropriety**

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

*Policy reference: CAA*

### **Summer or Extended Learning Trips**

Teachers may not use district resources to promote a learning experience/trip that is not school related/approved. A teacher can post information about the trip for interested students to see. Meetings about the trip must be held off campus as they are not school-related.

### **Gifts and Favors**

Frisco ISD recommends that its employees do not accept or solicit any gift, favor, service, or other benefit at a value above \$50, due to the potential for it to be construed as having the impact of influencing the employee's discharge of assigned duties and responsibilities. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbook, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

*Policy reference: DBD*

### **Emergencies**

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills

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

*Policy reference: CKC*

### **Name and Address Change**

It is important that employment records be kept up to date. Employees must notify the Human Resource Department in writing and present a new social security card to make a name change. Forms to submit a name change can be obtained on the FISD website. Employees may submit address, contact telephone number, marital status, emergency contact or beneficiary changes are made via the Employee Access Center (EAC). All address changes need to be made via the EAC only during the school year. Changes in name, address or certification must be reported to the Texas Education Agency.

### **Lesson Plans**

Lesson plans shall be prepared by each teacher for each subject taught and submitted to the building principal or designee as requested. The lesson plan design shall include those items deemed appropriate for that specific campus by the campus administrator. Such items may include, but not limited to, Texas Essential Knowledge and Skills (TEKS) objectives, Individual Education Plan (IEP) goals and objectives, materials, strategies/activities/evaluation design, and reteaching.

*Policy reference: EEP*

### **Copyrighted Materials**

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproductions, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or back-up of computer programs and data must be made within the provisions of the purchase agreement.

*Policy reference: EFE*

### **Building Use**

Employees who wish to use district facilities after school hours must follow established procedures. Contact the Coordinator of Facilities and Materials to request to use school facilities and to obtain information on the fees charged.

*Policy reference: DGA, GKD*

## Personnel Records

Most district records, including personnel records, are public information and must be released upon request. A limited amount of personal information may be withheld. Employees may choose not to allow public access by submitting a written request or by completing the Public Access Form in the employment packet or found on the website. Employees may choose to have the following personal information withheld:

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

Districts are prohibited from requiring an employee or former employee to choose whether to allow public access to the individual's social security number. In addition, HB 2961 specifies that the social security number of an employee or former employee is confidential and cannot be used as an employee identifier except for tax purposes.

*Policy reference: DBA, GBA*

## Badges

There will be a \$5 charge for a replacement ID badge. You will not be charged if you have a legal name change or change of campus. If you have been issued a Controlled Access Card, the charge for damaged or lost badge is \$25. For security reasons, please report lost badges to the Security Department for deactivation.

## Dressing and Grooming

The dress and grooming of district employees shall be clean, neat, and in a manner appropriate for the assignment and in accordance with any additional standards established by supervisors and approved by the Superintendent. No jeans, shorts, or jogging suits should be worn except for special occasions as determined by the principal.

*Policy reference: DH (LOCAL)*

# Termination of Employment

## Resignations

### **Contract Employees**

Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A *Notice of Resignation/Exit Interview* form along with a signed letter of resignation indicating reason for resignation addressed to the Fisd Board of Trustees

should be completed and submitted to the employee's supervisor and the Human Resources Department. *Notice of Resignation/Exit Interview* forms are available online on the FISD website. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees or other person designated by board action. Resignation without consent may result in disciplinary action by the Texas Education Agency (TEA). Employees whose contract was not renewed or who choose not to return to FISD will have a final health insurance deduction from their August paycheck, providing them health coverage through August 31st of that year.

### **Non-contract Employees**

Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the employee's supervisor and 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 termination date for benefits is based on the last day worked. Please contact the Benefits Department for verification of benefit's termination.

*Policy reference: DFE*

### **Suspension/Termination During Contract Term**

Reasons for suspension/termination during contract term may include, but are not limited to, unsatisfactory work, uncooperative attitude, physical violence, disruptive actions, excessive tardiness or absenteeism, use of drugs or alcohol, conviction of a felony, theft of school property, falsification of records, failure to comply with FISD board of trustees' policies or FISD administrative regulations, or other "good cause" as determined by the board.

*Policy reference: DFAA*

### **Dismissal or Non-Renewal of Contract Employees**

Employees on probationary and term contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided as a written notice to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF policies that are available on line.

*Policy reference: DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF, DFFA, DFFB, DFFC*

## **Dismissal of Non-Contract Employees**

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

*Policy reference: DCD, DGBA*

## **Accumulated Leave at Retirement**

Frisco ISD employees who retire from active service under the Teacher Retirement System of Texas (TRS) shall be paid for any accumulated state and local leave up to 100 days at \$50 per day. This benefit is available only to those employees who have worked in the district for 10 TRS credible years or more (does not have to be consecutive years).

## **Exit Surveys and Procedures**

Exit surveys will be conducted for all employees leaving the district, unless extenuating circumstances exist. The exit surveys are included as a part of the electronic resignation process. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, ID badge, books, property including intellectual property, and equipment must be returned upon separation from employment.

*Policy reference: DC*

## **Reports to the Texas Education Agency (TEA)**

The dismissal of a certified employee must be reported to the Division of Investigations at TEA whenever the termination is based on evidence that the employee was involved in any of the following:

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

- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The superintendent is also required to notify TEA when a certified employee resigns and there is evidence that the educator engaged in the conduct listed above.

The reporting requirements above are in addition to the superintendent’s ongoing duty to notify TEA when a certified employee has a reported criminal history. “Reported criminal history” means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction.

*Policy reference: DF, DHB*

### **Reports Concerning Court-Ordered Withholding**

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

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

*Policy reference: DF*

### **Last Check and Insurance Benefits**

Employees who satisfy employment requirements and complete the academic school year/contract will be eligible to maintain their benefits through August 31 and paychecks through their normal pay schedule for that academic year. Non-exempt employees are subject to “Time Clock Guidelines”.

For employees resigning before the end of their assignment insurance will terminate on the last day of the month following the employee’s termination date. The employee’s last check will be issued in the month following of their termination date.

## **Student Issues**

### **Equal Educational Opportunities**

The Frisco Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the

Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Jason Ellis, the district ADA/Section 504 coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Jason Ellis, the district ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

*Policy reference: FB, FFH*

## **Student Attendance**

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

## **Student Records**

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

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

Materials that are not considered educational records and do not have to be made available to a parent or student include teachers' personal notes on a student that are shared only with a substitute teacher.

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.

*Policy reference: FL*



## **Head Start – Performance Standards**

Grantee and delegate agencies must ensure that all staff, consultants, and volunteers abide by the program's standards of conduct. These standards must specify that:

- They will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability,
- They will follow program confidentiality policies concerning information about children, families, and other staff members,
- No child will be left alone or unsupervised while under their care; and
- They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as a punishment or reward, or the denial of basic needs.

## **Parent and Student Complaints**

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 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.

*Policy reference: FNG*

## **Administering Medication to Students**

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

## **Reporting Suspected Child Abuse**

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48

hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

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

SB 152 added a new provision to Family Code § 261.101 that require employees to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child or disabled person.

Reports to Child Protective Services can be made to any local law enforcement agency or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report. Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A felony. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

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

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

## Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at

<http://www.friscoisd.org/departments/guidance-and-counseling/prevention-intervention#q10>

As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under the 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*.

*Policy reference: DF, DG, DH, FFG, GRA*

For signs of sexual child abuse:

<http://www.helpguide.org/articles/abuse/child-abuse-and-neglect.htm>

## Bullying

All employees are required to report student complaints of bullying to the campus administrator. Bullying in any form or capacity is illegal and should be reported to their immediate supervisor.

The district's policy includes definitions and procedures for reporting and investigating bullying of students can be found in Policy FFI.

<http://www.friscoisd.org/departments/guidance-and-counseling/prevention-intervention#q10>

*Policy reference: FFI*

## Hazing

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

*Policy reference: FNCC*

## Safe Schools Law

### **Employee Access to Chapter 37: Subchapter A**

The Texas Education Code requires that each teacher and administrator in a Texas Public School be provided with access to CHAPTER 37 DISCIPLINE; LAW AND ORDER; SUBCHAPTER A. (The Safe Schools Law). You can gain access to this document through the link provided below.

<http://www.tasb.org/services/policy-service/resources/student-discipline-and-safety.aspx>

## Reporting Crime

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.

*Policy reference: DG*