



Employee Handbook

2024-2025



If you have difficulty accessing the information in this document because of disability, please contact input@coppellisd.com or call 214-496-6000

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CISD Hours of Operation

Professional employees and academic administrators typically are exempt under the Fair Labor Standards Act. While the district establishes general work schedules, all professional employees are expected to work the hours and days reasonably required to carry out their job duties in a professional and thorough manner. To provide support and services necessary for the operation of the CISD schools, we will use the following *minimum* hours of operation:

<u>EMPLOYEE GROUP</u>	<u>MINIMUM OPERATIONAL HOURS</u>
Central Office Administrators	8:00 a.m. – 5:00 p.m.
Central Office Non-Exempt Staff	8:00 a.m. – 4:30 p.m.
Principals	30 minutes before and after school hours
Assistant Principals	30 minutes before and after school hours
Counselors	30 minutes before and after school hours
Teachers, Nurses, and Librarians	30 minutes before and after school hours
Other Professional Staff	30 minutes before and after operational hours of the assigned campus (Ex: instructional coaches, OTs, PTs, APEs, VIs, LSSPs, Behav. Spec., Diags, SLPs, technology, etc.)
Campus Non-Exempt Staff	All non-exempt staff work 8 hours per day, not including lunch. Supervisors may stagger the actual hours worked to meet campus needs. Office personnel should be crosstrained so that overtime is not necessary on a regular basis.

Please make sure these times are communicated to all who serve under your supervision.

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Students are not permitted to be dropped off on any campus prior to the time designated.

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

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. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed Online at [CISD Policy Link](#)

District Information

Description of the District

The Coppell Independent School District is a premier public school system with a statewide reputation for educational excellence. This high-performing, innovative, and diverse district includes ten elementary campuses, three middle schools, three high schools, and an alternative campus. CISD serves over 13,554 learners in the communities of Coppell, Valley Ranch, North Irving, the City of Dallas (Cypress Waters), as well as parts of Lewisville, and Grapevine.

Coppell ISD is located predominantly in Coppell, Texas, a suburb of Dallas. The city of Coppell has 41,494 residents and is positioned a short five miles northeast of the DFW International Airport - north of Interstate 635 and west of I-35E.

School Calendar

[2024-2025 School Calendar](#)

Mission Statement, Goals, and Objectives

Policy AE

Working together, we are committed to creating profound learning experiences for each child, while nurturing meaningful relationships, to positively impact our world.

CISD Values

Policy AE

In November 2017, Coppell ISD kicked off a Strategic Design effort as the previous long-range planning effort, *Pinnacle 2020*, was nearing its completion. For that reason and new district leadership, the time was right to design of the next chapter of the CISD Story.

The first phase of the process resulted in the development of new district Values derived through feedback sought from stakeholders which included teachers, current and former parents, current and former students, administrators, and local community members. These Values represent not only what makes CISD unique and special, but also areas of improvement centering on the themes of engagement, great teaching, redefining success and relationships.

ENGAGEMENT:

We value collective engagement that positively impacts the lives of our children and our world.

GREAT TEACHING:

We value great teaching because we believe it is key to deep learning.

REDEFINING SUCCESS:

We value each individual's contribution because success can be different for everyone.

RELATIONSHIPS:

We value authentic relationships. When we invest in each other, we learn and flourish.

Parameters:

- ❖ Strategic parameters are the guidelines within which our school district will accomplish its mission.
- ❖ We will always expect our learners to meet or exceed State Standards on state assessments.
- ❖ We will always attract, retain and develop a diverse, highly qualified, visionary staff.
- ❖ We will always operate safe schools with an environment conducive to learning.
- ❖ Site-based decisions must always be consistent with the strategic plan of the district.
- ❖ We will not tolerate disrespectful behavior that demeans the dignity and self-worth of any individual or group.
- ❖ We will practice fiscal responsibility by balancing budgeted revenue with budgeted expenditures for operations.
- ❖ No new program or service will be accepted unless it is consistent with the strategic plan, benefits clearly justify the costs, and provisions are made for staff development, program evaluation, and adequate funding.
- ❖ No program or service will be retained unless it continues to make an optimal contribution to achieve the mission and benefits continue to justify the cost.

The Coppell Independent School District believes that parents are partners with teachers and other staff in the education of their children. Parent involvement and empowerment is essential at all levels throughout a child's school experience. It is the intent of CISD to inform

parents of their student’s academic and social emotional strengths and areas of needed growth. Parents are given the opportunity to learn about their child’s curriculum, academic achievement standards, assessments, District policies/procedures and how to monitor their child’s progress.

Central administration actively works to support campus personnel to enhance the student’s educational environment. All staff members shall partner with parents and guardians to actively support the school in their efforts to educate all children within CISD.

Collective Expectations for CISD Staff:

- ❖ Foster a welcoming and responsive environment
- ❖ Respond to parent emails and calls within a timely manner
- ❖ Ensure accountability of the staff at all levels in working with parents as partners
- ❖ Utilize flexible two-way lines of communication between school staff members & parent/guardian
- ❖ Value diversity and the need for equity in each school
- ❖ Promote parent involvement
- ❖ Value the need for partnerships with public & private entities in the CISD community
- ❖ Maintain professionalism through all communication modes
- ❖ Collaborate with an open mind and a focus on the child
- ❖ Assume positive intent

Collective Expectations for CISD Parent(s)/Guardian(s):

- ❖ Support & engage in developing partnerships within the CISD community
- ❖ Take initiative to seek the best educational opportunity for your child
- ❖ Volunteer within the District
- ❖ Utilize flexible two-way communication between school staff and home
- ❖ Refrain from using profanity within communications
- ❖ Collaborate with an open mind and a focus on the child
- ❖ Assume positive intent

Board of Trustees

Policies BA, BB series, BD series, and BE series

Texas law grants the board of trustees the power to govern and oversee the management of the district’s schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the

superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- David Caviness
- Manish Sethi
- Nichole Bentley
- Leigh Walker
- Anthony Hill
- Ranna Raval
- Jobby Mathew

The board usually meets monthly at 200 S. Denton Tap Road. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and www.coppellisd.com at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

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 consulting with attorneys regarding pending litigation.

The public may address the Board during the public participation portion of the Board meeting. Remarks may be related to any topic, whether agenda or non-agenda items, and are limited to three minutes. Those wishing to speak during public participation may sign the roster in the Board Room within the hour preceding the meeting.

Helpful Contacts

Administration Building

200 South Denton Tap Road, Coppell, TX 75019

Receptionist

Andrea Weng

214-496-6000

FAX

214-496-6046

Superintendent of Schools

Superintendent of Schools
Administrative Assistant

Dr. Brad Hunt
Carol Snowden

214-496-8002
214-496-8002
FAX 214-496-8006

Administration Services

Human Resources
Student & Staff Services
Fine Arts
Athletics

Assistant Superintendent of Administrative Services
Administrative Assistant

Kristen Eichel
Susie Mayes

214-496-6080
214-496-6039

Curriculum and Instructional Programs

Asst. Supt. for Curriculum & Instruction
Administrative Assistant

Dr. Angie Brooks
Viana Martinez Bayon

214-496-7044
214-496-7044

Instructional Technology
Curriculum
CTE
State/Federal Programs
Counseling

Health Services

Coordinator of Health Services

Joyce Alcorn

214-496-6044

Professional Learning

Director of Professional Learning

Nancy Garvey

214-496-7995

Brock Center

268 Southwestern Boulevard, Coppell, TX 75019

Intervention Services

214-496-6955

Executive Director of Intervention Services, Special Education

Stephanie Flores

214-496-6955

Service Center

1303 Wrangler Circle, Coppell, TX 75019

Business Office

Chief Operations Officer	Chris Trotter	214-496-8097
Chief Financial Officer	Diana Sircar	214-496-6004
<i>Administrative Assistant</i>	<i>Patcee Becerra</i>	<i>214-496-6006</i>

Communications Department

Chief Communications Officer	Angela Brown	214-496-6900
<i>Administrative Assistant</i>	<i>Katrina Owen</i>	<i>214-496-6040</i>
		<i>214-496-6041</i>

Child Nutrition

Director of Child Nutrition	Eric Lozano	214-496-8070
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Facilities (Maintenance, Grounds, Energy, Custodial & General Services)

Director of Maintenance	Genaro Lopez	214-496-8040
		214-496-8058

Technology Department

Executive Director of Technology	Dwight Goodwin	214-496-6900
<i>Administrative Asst./Purchasing</i>	<i>Miranda Lira</i>	<i>214-496-6950</i>
		<i>214-496-6968</i>

Transportation

Durham School Services		214-496-8090
General Manager	Jake Sutton	
Operations Supervisor	Kasey Davis	

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

School Directory

Coppell High School
185 West Parkway Boulevard
Coppell, Texas 75019
214-496-6100

CHS9
1301 Wrangler Circle
Coppell, Texas 75019
214-496-3800

Coppell Middle School East
400 N. Mockingbird Lane
Coppell, Texas 75019
214-496-6600

Coppell Middle School North
120 Natches Trace
Coppell, Texas 75019
214-496-7100

New Tech High @ Coppell
113 Samuel Boulevard
Coppell, Texas 75019
214-496-5900

Victory Place @ Coppell
550 North Denton Tap Road
Coppell, Texas 75019
214-496-8032

Coppell Middle School West
2701 Ranch Trail
Dallas, Texas 75019
214-496-8600

Barbara S. Austin Elementary
161 South Moore Road
Coppell, Texas 75019
214-496-7300

Mockingbird Elementary
300 Mockingbird Lane
Coppell, Texas 75019
214-496-8200

Canyon Ranch Elementary
1205 Santa Fe Trail
Irving, Texas 75063
214-496-7200

W.W. Pinkerton Elementary
260 Southwestern Boulevard
Coppell, Texas 75019
214-496-6800

Cottonwood Creek Elementary
615 Minyard Drive
Coppell, Texas 75019
214-496-8300

Town Center Elementary
185 North Hartz Road
Coppell, Texas 75019
214-496-7800

Denton Creek Elementary
250 Natches Trace
Coppell, Texas 75019
214-496-8100

Valley Ranch Elementary
9800 Rodeo Drive
Irving, Texas 75063
214-496-8500

Lakeside Elementary
1100 Village Parkway
Coppell, Texas 75019
214-496-7600

W.H. Wilson Elementary
200 South Coppell Road
Coppell, Texas 75019
214-496-7500

Richard J. Lee Elementary
8808 Chaparral Waters Way
Dallas, Texas 75019
214-496-7900

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: *Director of Student & Staff Services, 200 S. Denton Tap Road, Coppell, Texas 75019, 214-496-6068*. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: *Stephanie Flores, Executive Director of Intervention Services, 200 S. Denton Tap Road, Coppell, Texas 75019, 214-496-6971; sflores@coppellisd.com*.

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

Job Vacancy Announcements

Policy DC

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

Employment after Retirement

Policy DC

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

Contract and Noncontract Employment

Policy DC series

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

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

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

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment

policies. All employees will receive a copy of their contract. Employment policies can be accessed Online or copies will be provided upon request.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

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

Certification and Licenses

Policies DBA, DF

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

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

Recertification of Employment Authorization

Policy DC

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

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

have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

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

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

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

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

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact Director of Student and Staff Services.

Health Safety Training

Policies DBA, DMA

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

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

Reassignments and Transfers

Policy DK

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

An employee with the required qualifications for a position may request a transfer to another campus or department. Staff members that are on a growth plan or that have had directive memos or corrective action are not eligible to transfer to another campus until all terms are met. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus must make the request during the specific annual timeframe designated by the Human Resources Department. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources Department and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

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

[Work Schedule Link](#)

Breaks for Expression of Breast Milk

Policies DEAB, DG

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

A reasonable amount of break time will be provided when the employee has a need to express milk. 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.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact the Executive Director of Human Resources.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact the Executive Director of Human Resources to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

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

Outside Employment and Tutoring

Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest. Providing tutoring and academic support for struggling learners is a campus and district expectation for teachers. Teachers cannot receive payment for tutoring their own students. In addition, teachers may not use CISD facilities or resources for private tutoring.

Performance Evaluation

Policy DN series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other

job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations approved by the district will be completed electronically. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

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

[Second Appraisal Request Form](#)

[T-Tess Appraisal Calendar](#)

[CISD Approved Appraiser List](#)

COPPELL INDEPENDENT SCHOOL DISTRICT

Job Description

Job Title:	Classroom Teacher	Status:	Exempt
Reports to:	Campus principal	Pay Grade:	Teacher/Librarians/Nurses
Dept./School:	Campus	Days Per Year:	187

Primary Purpose

Provide students with appropriate learning activities and experiences in the core academic subject area assigned to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications:

Education/Certification:

Bachelor’s degree from accredited university

Valid Texas teaching certificate with required endorsements for subject and level assigned

Special Knowledge/Skills:

Knowledge of the subjects assigned

Knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Multifaceted communicator with strong organizational and interpersonal skills
Growth mind set Self-starter
Understands the use of data

Experience:

Completion of student teaching or approved internship

Major Responsibilities and Duties:

Instructional Strategies

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required.
2. Design lessons that reflect accommodations for differences in student learning styles and needs.
3. Present subject matter according to guidelines established by Texas Education Agency, board policies, and administration regulation.
4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
5. Assess student learning styles and use results to plan instructional activities.
6. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP).
7. Work cooperatively with other educators to modify curricula as needed for students identified as gifted and talented.
8. Work with other members of staff to determine instructional goals, objectives, and methods according to district requirements.
9. Demonstrate competency in processes, applications, and sequencing of concepts in the subject area assigned.
10. Plans and instructs lessons following the district-adopted teaching models.
11. Plan and supervise assignments of teacher assistant(s) and volunteer(s) when needed.
12. Applies principles of effective teaching practices.
13. Employ timely and effective evaluation techniques.
14. Use digital tools to extend learning beyond the classroom.

Student Growth and Development

15. Provide guidance to students relative to their educational, personal, and social growth, and development
16. Identify and provide assistance for students with special needs.
17. Help students analyze and improve study methods and habits.
18. Conduct ongoing assessment of student achievement through summative and formative assessments.
19. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
20. Be a positive role model for students, and support the mission of the campus and of the school district.
21. Be respectful of the cultures, backgrounds, and values of learners and their families.

Classroom Management and Organization

22. Create learning spaces that are conducive to learning and appropriate for the physical, social, and emotional development of students.

23. Manage student behavior in accordance with the Student Code of Conduct and the student handbook.
24. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
25. Assist in selection of books, equipment, and other instructional materials.

Communication

26. Establish and maintain open lines of communication and positive working relations by conducting conferences with students, teachers, administrators, and parents.
27. Maintain a professional relationship with colleagues, students, parents, and community members.
28. Use effective communication skills to present information accurately and clearly.
29. Is a multifaceted communicator.

Personal Qualities

30. Set an example of and encourage socially acceptable behavior in the areas of appearance, correct usage of speech, and manners.
31. Display emotional maturity in contacts with students, parents, staff, and community.
32. Possess physical competency necessary for performance of assignments.
33. Maintain a positive attitude in working with students, parents, staff, and the community.
34. Models responsibility and good character.

Professional Growth and Development

35. Participate in staff development activities to improve job-related skills.
36. Collaborates with others.

Other

37. Adhere to the principles as listed in the Code of Ethics and Standard Practices for Texas Educators.
38. Keep informed and comply with, state, district, and school regulations and policies for classroom teachers.
39. Display dependability and punctuality in all assigned duties.
40. Compile, maintain, and file all reports, records, and other documents as required by law, district policy, and administrative regulations.
41. Emphasize the importance of respect for school equipment, materials, and property.
42. Attend and participate in faculty meetings and serve on staff committees as required.

Supervisory Responsibilities:

Supervise assigned teacher assistant(s).

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

Employee Involvement

Policies BQA, BQB

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

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

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

Staff Development Requirements:

[2024-2025 Staff Development Requirements Document](#)

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

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

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

Employees should contact the Human Resources Department for more information about the district's pay schedules or their own pay.

Payroll

All professional and salaried employees are paid monthly. Hourly employees are paid semi-monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statement.

Coppell ISD 2024-2025 Payroll Schedules:

[*Bi-Weekly Payroll Schedule Link*](#)

[*Monthly Payroll Schedule Link*](#)

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of two weeks is necessary to activate this service. Contact the payroll for more information about the automatic payroll deposit service.

Employee Self Service, ESS

Employee Self Service or ESS is a web-based portal where employees can view their salary and pay history information. Time Off accrual balances are updated in ESS after every payroll. Employees can update their personal information such as primary address, phone numbers, emergency contacts, and delivery methods for W2 and 1095 Tax Forms. Employees can also view or update filing status, federal tax exemptions, and withholdings. Most importantly, Direct Deposit changes are processed through ESS. These changes should be submitted by the payroll deadlines listed on the Payroll Schedules.

[Employee Self Service](#)

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments. Employees are not entitled to any funds the district overpays. An agreement between an employee and the district must be in place in order to deduct any overpayment. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay. If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year.

Overtime Compensation

Policies DEAB, DEC

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. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a work week begins at 12:00 am Saturday, and ends at 11:59 pm Friday.

Nonexempt employees that are paid on a salary basis are paid for the hours set by the normal work schedule. Hours worked beyond the normal schedule up to 40 hours will be paid at a regular rate of pay.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 20 hours of comp time.
- If an employee has a balance of more than 40 hours of comp time, the District shall require the employee to use the comp time. A plan will be developed and implemented to ensure the comp time balance is lowered into the acceptable 20 hour or less range as soon as possible.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Special events for which school district employees volunteer to work (e.g., serving as ticket takers at football games) can be paid at the rate established by the district, and the hours do not have to be added to the hours worked in the regular job for the purpose of determining overtime entitlements. Payment for these hours will be made using the Request for Special Pay form approved by the appropriate supervisor (e.g., athletic director for special events).

All **non-exempt** employees are required to clock in and out upon arriving to work, leaving, and returning for lunch, personal appointments and departing from work. If an employee misses a clock-in or clock-out, they will need to inform their campus timekeeper so the time can be edited accordingly. The automated timesheet should be submitted weekly by the

non-exempt employee to their supervisor (this is the employee's electronic signature agreeing to the information that is detailed on the timesheet). Non-exempt employees should review their electronic timesheets for accuracy in GHG daily and at a minimum weekly before the timesheet is submitted. In the event an absence or time off is recorded incorrectly; the employee will need to request in writing to their supervisor the changes needed, and it will need to be corrected by the supervisor within **10** working days (from the date of the incorrect absence). If the absence is not corrected within that timeframe, it will not be adjusted at a later date. Please review timesheets accordingly and timely to avoid any inaccuracies of personal time off.

IMPORTANT: Smartfind and GHG do not know if an employee has fully exhausted state, personal days, non-duty days or comp time. Therefore, employees should always review their leave balances in Employee Self Service before requesting time off and review comp time balances in GHG. An employee has 10 working days to correct any errors. After that time, no corrections will be made.

GHG does allow your comp time to go negative. Every employee and supervisor should watch comp time balances closely. Approximately every month the Business Office will monitor the comp time status. If you have negative comp time, you must use state personal days. If you have no personal time available, your paycheck will be docked for 4- or 8-hour increments.

Non-work days/holidays (8 hours) will be automatically added by the system to each timesheet at midnight before the non-work day. However, the non-exempt employee will need to submit their timesheet upon returning to work and their supervisor will approve the timesheet once submitted.

If an employee leaves early or is dismissed for the day, for example, due to bad weather, they will need to clock out as normal. GHG will populate the hours needed with comp time when your timesheet is submitted. If an employee does not have an adequate comp time balance available, the system will still populate the hours with comp time but the employee's comp time balance will be negative. Therefore, the employee will be required to make up the negative time or use personal time to reach the 40 hours for that week. If the district is closed for bad weather days, the district will populate GHG accordingly. Once it is determined if time must be made up past the two bad weather days, the Business Office or Human Resources will direct employees how to handle that circumstance.

Supervisors should never change an employee's time without the employee's knowledge.

Additionally, any time an employee's time is changed the timekeeper/supervisor should always include a comment as to why the timesheet was changed. If a supervisor approves a timesheet before the employee submits, comp time will not accumulate correctly. Employees should always submit first.

Employers cannot request that employees work hours which for which they are not paid or receive comp time. Furthermore, employers cannot permit employees to work hours for which they are not compensated even at the employee's request. In other words, at no time can an employee be requested or allowed to work "off the clock". The overtime pay requirements of cash or comp time cannot be waived by voluntary agreement between the employer and the employee, and an employee cannot "donate" overtime or agree to reduce rates of cash or comp time. All excess hours above the standard work hours per week must be approved, in advance, by an employee's supervisor or an assistant superintendent.

Paraprofessional employees are expected to work 40 hours per week for which they will be paid. This time is exclusive of lunch periods and formal breaks. Hourly rates are calculated by dividing the employee's daily rate by 8 hours per day. This is the normal daily number of hours to be shown on the time sheet.

When the comp time balance approaches 20 hours, arrangements should be made to schedule use of the comp time hours. Budget dollars shall not be used to pay for accumulated comp time, except in calculation of final payment to a terminating employee. A maximum of 40 comp time hours can be accumulated. Once the 40 hours maximum is reached, principals and directors must immediately send the employee home so that the comp time can be used. Exceptions to this regulation must be approved by the Superintendent or his designee in advance.

Available comp time hours should always be used before taking any non-duty or personal days off. For 226-day employees, prior year comp time balances and unused scheduled days off should be used by June 30. For example, available time from the 2023-2024 school year should be taken by June 28, 2024. Substitute employees shall not be used to fill in for an employee out on comp time without prior approval from the Superintendent or his designee in advance.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

Health, Dental, and Life Insurance

Policy CRD

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

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

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

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are available on the benefits webpage. Employees should contact the Benefits Manager for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for life, dental, disability, critical care, vision, hospital indemnity, and accident coverage. Premiums for these programs can be paid by payroll deduction. Employees should contact the Benefits Manager for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis.

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

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the employee's supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

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

Teacher Retirement

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

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

Other Benefit Programs

Children of CISD Employees

A district employee may request a student transfer for his or her child to attend the school in which he or she works, or, to a district campus that is geographically close to the work assignment (space permitting). However, if the work assignment changes, the student must remain in the assigned school through the end of the school year. Children of employees are expected to uphold the attendance, behavioral and academic standards outlined within the transfer guidelines. Transfers may be revoked in accordance with these guidelines not being met, or if the employee separates from employment with the district. A child who is serving a suspension or expulsion from the sending campus, however, shall not be eligible for a transfer. It is the responsibility of the employee to provide transportation for their child, students on transfers are not eligible for district transportation. ***The employee must arrange for before and/or after-school care since the child shall not be permitted to wait at the workstation or in the employee's classroom during this time.***

Free Athletic Passes

Employees are admitted free to home athletic events.

Leaves and Absences

Policies DEC, DECA, DECB

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. **The type of leave reported by an employee in the absence management system (SmartFind), cannot be amended without approval from Human Resources. Requests must be made within 10 working days of the absence(s). Requests will be considered on a case-by-case basis.**

Smartfind and GHG do not know if an employee has fully exhausted state, personal days, and non-duty days. Therefore, employees should always review their leave balances in Employee Self-Serve before requesting time off.

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

Paid leave must be used in ½ day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- State Sick Leave
- State Personal Leave

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show." An employee who is absent for 5 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

Immediate Family. For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse

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

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA(LEGAL).

Medical Certification. Any employee, who is absent more than 5 days because of a personal or family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

The district may require medical certification due to an employee’s questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee’s serious health condition, a serious health condition of the employee’s spouse, parent, or child, or for military caregiver leave.

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 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 FML. If an employee’s unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Personal Leave

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

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

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

Discretionary personal leave is subject to the following limitations:

For All District Employees:

- May not be sold back to the district
- May not be used for the employee's CISD Sick Bank Plan contribution
- May not be used for more than three consecutive days
- May not be used on a staff development day
- May not be used on the first week of school or during the last week of school
- May not be used on the day before a school holiday or on the day after a school holiday
- May not be used on days scheduled for end-of-semester or end-of-year exams
- May not be used on days scheduled for state-mandated tests

Exceptions to the limitations will be granted only when the employee requests to use discretionary leave to attend high school, college, trade school, and military graduations. Up to two discretionary leave days per year can be used for employees to attend graduation ceremonies.

Exception requests may be submitted to Human Resources on a case-by-case basis for consideration of extraordinary circumstances not listed.

When the use of a discretionary personal leave day is requested on a day that is not allowed, even if it is approved by the supervisor, the employee can take the time off without pay. In this

instance, no time will be deducted from the employee's personal leave balance, but the employee will not be paid for that day.

When a discretionary personal leave request is not approved, the employee will be given the option to take time off without pay. In this instance, no time will be deducted from the employee's personal leave balance.

Exception requests may be submitted to HR for review to allow for discretionary leave to be taken on a day not normally allowed.

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

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave 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

Local sick leave may be used for illness as defined or approved by CISD Policy DEC. It may not be used for personal days. One day of local sick leave may be used for the employee's contribution to the CISD Sick Bank Plan.

Employees called to active military service may use available state and local sick leave and/or personal leave.

Each employee should consider his or her own personal situation regarding sick leave needs when determining what type of leave to use for illness-related absences. Attendance at the work assignment is strongly encouraged.

If an employee uses more days than they have in their accrual balance during the school year, the district shall deduct the cost for each day that exceeds that balance from the employee's pay in accordance with administrative regulations.

If an employee separates from employment before the last duty day of the school year, accruals earned will be recalculated:

1. State personal leave earned is recalculated based on days employed during the school year
2. Local leave earned is recalculated based on days worked during the year. Docks and Non-Duty days used are deducted from days worked when recalculating local leave earned
3. Non-Duty days are not leave – they are unpaid days that allow the employee some flexibility in their schedule. If a 226-day employee terminates employment before the end of their contract, Non-Duty days used become docks during the payout process. Additionally, payroll may start docking the non-duty days used immediately.

Leave must be used in ½ day increments. Unless an employee request a different order, available paid state and local leave will be used in the following order:

- Local leave
- State sick leave
- State personal leave

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

[Personal Leave Calendar Link](#)

Vacation

Policy DED

Sick Leave Bank

The purpose of the Sick Leave Bank is to provide additional paid sick leave days to members of the bank in the event of a catastrophic or critical extended illness, surgery, or a disability due to a non-work-related injury when the member is unable to perform the duties of his/ her position. Benefits are only for catastrophic personal illness or injury of the member and are not for absences due to illness or injury of family members or others. Benefits for pre-existing conditions and pregnancy generally do not qualify (please refer to the Sick Leave Bank Regulation). The CISD Sick Leave Bank is defined as a bank of local sick leave days contributed voluntarily by eligible district personnel who enroll. Enrollment takes place within 30 days of your hire date or each year during the month of September.

Sick Leave Pool

The purpose of the Sick Leave Pool is to provide additional paid sick leave days to employees of the district in the event of a catastrophic or critical extended illness, surgery, event or a disability of the ***employee's immediate family member***. Immediate family members include spouse, child,

step-child, parent, step-parent or other individuals who stand *in loco parentis* to the employee (please refer to the Sick Leave Pool Regulation). Benefits are only for catastrophic or critical extended illness, surgery, event or disability. There is no membership required when requesting donations from the Sick Leave Pool.

Bereavement

Employees may take up to 5 sick leave days for bereavement of an immediate family member.

Family and Medical Leave Act (FMLA)—General Provisions

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

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor’s Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do?

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



Local Procedures for Implementing Family and Medical Leave Provisions

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

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

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

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

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according the procedures outlined in policy (see DECA(LEGAL)).

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

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

Temporary Disability Leave

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

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

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

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

If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

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 incident involving an assault is a work-related injury and should be immediately reported to the employee's supervisor.

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 nonresponsible for purposes of criminal liability.

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

Jury Duty

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon

as it is received and may be required to provide the district a copy of the summons to document the need for leave.

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

Compliance with a Subpoena

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

Truancy Court Appearances

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

Religious Observance

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

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 15 days of paid leave per fiscal year when engaged in authorized training or duty orders by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. 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. Employees returning to work following military

leave should contact 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 Manager for details on eligibility, requirements, and limitations.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. The CISD staff enjoys many accomplishments during the year and the Board of Trustees purposefully acknowledges those staff members, who achieve at the highest level, at the opening of each monthly board meeting. Employees are also recognized in the district's e-newsletter, printed newsletter, through special events, during recognition and appreciation activities on each campus, and by the CISD Education Foundation. (Click link for more Ed. Found. Info. www.coppellisdef.com)

Additionally, the district's internal employee recognition program "GEM" (Great Employees Matter) seeks to recognize outstanding employees who serve the mission of the district in a manner that exceeds job/salary expectations...those who go "above and beyond the call of duty." In the fall and spring semesters, CISD employees may be recognized before the Board of Trustees. Nominations can be submitted online. A district GEM Committee then selects the honorees that will be recognized.

The district recognizes the excellence in teaching that exists in every Coppell school through participation in the "Teacher of the Year" program. Aligned with the state and national level programs, "Teacher of the Year" honors outstanding educators in numerous public venues including Board meetings, Convocation, and the CISD Day at the Ballpark.

The Coppell ISD educator recognition program called "Super Teacher" recognizes campus educators as designers of engaging and innovative learning experiences that ignite the interests of learners.

Nominations may be submitted at any time. The nomination process renews each school year. SuperTeachers will be honored with a special lunch hosted by the superintendent, recognized at their campus, and featured on the district and campus websites.

District Communications

The Department of Communications and Community Engagement is responsible for direct associations and communications with all media outlets, including print, broadcast, and radio. All media inquiries of students, staff, or school personnel should be directed through the Department of Communications and Community Engagement

Throughout the school year, the Communications office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. These include the following: District magazine, the CISD website, the District calendar, the weekly parent/community newsletter (Informed), the bi-weekly staff e-newsletter (Coppell Connected), social media (Facebook, Instagram and YouTube Channel), as well as various other

communications outlets.

All Open Records requests and subpoenas go through the Communications Department.

Bad Weather Closings

1. If inclement winter weather, a severe storm or other weather-related emergency is forecast and has hit the area, the Superintendent will determine if school will be open for the day or if classes will be delayed by 6 a.m., at the latest, on the day of the event.
2. CISD's existing communications method — an automated electronic notification system message via text, automated phone call, and email. All information will also be posted on the Homepage of the CISD website at www.coppellisd.com.
3. CISD also will notify the television/radio stations as indicated at [Weather Page](#). These stations will list or announce the closings at their own discretion. Staff will be notified whether or not they are to report for work. Staff should refrain from making calls into the district so the lines remain open for emergency communication needs.
4. If a storm develops during the day, our primary means of warning of a severe storm or other weather-related emergencies will be by the Weather Alert Warning radio and the City of Coppell Fire Department's Tone Alert System. If the radio goes off at any other time, it means that a severe situation is or has occurred in the immediate area and that the school should initiate tornado shelter procedures and tune to local radio and television for additional information. CISD will enact the district's emergency notification system and Standard Response Protocol (SRP). If a public announcement message follows the attention tone, please follow the instructions exactly as given. The Superintendent or Principal/Administrator in charge will determine the action to be taken and inform personnel. Note: KRLD 1080 AM is the best source of weather alert warnings.
5. The decision to close Coppell schools or to change the start time of classes is made by the Superintendent. The Superintendent receives road condition reports from all parts of the district's 25.5 square mile area.

A closing may occur when:

- Bad weather conditions exist.
- Hazardous driving conditions exist.
- Extremely low temperatures occur which curtail gas consumption.

Complaints and Grievances

Policy DGBA

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

[https://pol.tasb.org/Policy/Download/373?filename=DGBA\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/373?filename=DGBA(LOCAL).pdf)

Employee Conduct and Welfare

Standards of Conduct

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency* for additional information.

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

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues,

shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

Standard 1.2 The educator shall not intentionally, knowingly, or recklessly 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 that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

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, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

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

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

Business Code of Conduct

The Business Department has prepared the following Coppell ISD Business Code of Conduct

Statement as required by the district's External Auditing Firm and is modeled from the AICPA "CPA's Handbook of Fraud and Commercial Crime Prevention," *An Organizational Code of Conduct*.

Coppell ISD and its employees must, at all times, comply with all applicable laws and regulations. Coppell ISD will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. Coppell ISD does not permit any activity that fails to stand the closest possible public scrutiny.

All business conduct should be well above the minimum standards required by law. Accordingly, employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing Coppell ISD's operations.

Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their superior, who, if necessary, should seek the advice of central administration and possibly the attorneys for the district.

School Board Elections

Policies BBBA

As an employee we must remain neutral and cannot endorse or allude to any form of support for individuals running for a position on the Board. ([See Election Ethics for School Employees](#))

When acting on behalf of the Coppell ISD, it is imperative that all employees remain neutral regarding anything relating to the upcoming CISD Board of Trustees Election. Should you or a family member run for school board, keep the following guidelines in mind at campaign and Coppell ISD related events:

1. Use of the Coppell ISD name, logo, and imaging is strictly prohibited relating to an individual's campaign.
2. Wearing your CISD name badge, name tag, staff shirts are strictly prohibited in any and all campaign imaging and at campaign-related events.
3. Speaking on behalf of the Coppell ISD is strictly prohibited.
4. Using a campus, school sponsored event, and meetings to speak about your campaign is strictly prohibited.
5. Using district or campus resources and contacts to solicit endorsements for your campaign is strictly prohibited.
6. You may not use your district email, social media accounts or contacts to promote your campaign.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

[https://pol.tasb.org/Policy/Download/373?filename=DIA\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/373?filename=DIA(LOCAL).pdf)

Racial Discrimination

Policy DH

Racial slurs, racial harassment, and/or discriminatory behavior by employees will not be tolerated. An employee who engages in discriminatory behavior shall be subject to a range of possible disciplinary actions based on the severity of the violation and its overall effect on the welfare of other employees or students.

Harassment of Students

Policies DF, DH, DHB, FFG, FFH, FFI

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

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, and *Bullying*, for additional information.

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

[https://pol.tasb.org/Policy/Download/373?filename=DHB\(LEGAL\).pdf](https://pol.tasb.org/Policy/Download/373?filename=DHB(LEGAL).pdf)

[https://pol.tasb.org/Policy/Download/373?filename=FFH\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/373?filename=FFH(LOCAL).pdf)

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=373&code=DF#legalTabContent>

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

Reports to Child Protective Services can be made Online at <https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

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

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

Sexual Abuse and Maltreatment of Children

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

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=373&code=FFG#localTabContent>

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

Reporting Crime

Policy DG

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

Scope and Sequence

Policy DG

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

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

Technology Resources

Policy CQ

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

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

[Employee Agreement for Acceptable Use and Return of CISD Resources](#)

In regards to school owned devices, all employees must realize that they will be financially responsible for any damages resulting from negligence or misuse while it is within their care and control; that it will be returned to their campus or office in an acceptable and operational condition at the time of check-in; that the equipment is subject to recall at the district's discretion; and the employee will authorize the replacement cost to be withheld from any monies due to them if the equipment is NOT returned in a timely manner and/or an acceptable condition, as defined below.

Conditions NOT acceptable by the district:

- Portion(s) of the screen being scratched and/or cracked
- Dents in casing, food in keys, water damage, broken hinges
- All ports and buttons (dock, audio, etc.) not being fully functional
- Damage caused by skins and/or stickers on device

Examples of negligence or misuse of school owned devices that would result in an employee being financially responsible are:

- Mobile devices not being physically secure at the end of the school day (left out on counter, teacher desk, podium, etc.) which results in damage from an unknown source
- Water damage from spilled drink near devices
- Mobile devices not equipped with a proper case

The above examples are not all inclusive. The technology department will determine if equipment is in acceptable and operational condition, taking into consideration the age and use of the equipment.

With access to many different technology resources and people from all over the world, there comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Coppell ISD firmly believes that the value of information, interaction, and research capabilities available (including, but not limited to, email, the Internet, and social media) outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district.

Proper behavior, as it relates to the use of technology resources, is no different than proper behavior in all other aspects of Coppell ISD activities. All users are expected to use all technology resources in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to technology resource usage and is consistent with district policy.

Personal Use of Electronic Communications

Policy CQ, DH

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same

professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page or social media presence, and for web links on the employee's page or social media of any type. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- **Personal Responsibility** – Coppell Independent School District employees are personally responsible for all comments/information they publish online. Be mindful that what you publish is permanent—protect your privacy.
- **Be Professional** – Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face, and be in accordance with the highest professional Standards. As an employee any disparaging, discriminatory, or harassing information or content violating policies concerning CISD or about any CISD student, parent, employee, Board Member, or other persons associated with the district is not allowed. Anything intended to harm the reputation or goodwill of the district is not allowed. It is well settled that CISD employees do not shed their constitutional rights to freedom of speech or expression at the schoolhouse gate; however, when a public employee makes statements pursuant to his or her official duties, the employee is not speaking as a citizen for First Amendment purposes, and the Constitution does not insulate the communications from employer discipline.
- **Check for Disclaimers/Disclosures** – Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parent consent.
- **Be transparent** – Your honesty—or dishonesty—will be quickly noticed in the social media environment. Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work and what you do.
- **Communication with Students/Parents:**
 - It is inappropriate to use any social media site to communicate with a student. ○ Inappropriate communication with a student is discussing a matter that does not pertain to school-related activities (this is out of your professional scope). Appropriate discussions would include the student's homework, class activity, school sport or club, or other school sponsored activity.
 - Text messaging with students and parents on your personal phone is prohibited.

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

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

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled

in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

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

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

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.

- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
- Text messages between employees and students is **prohibited**.
- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- A teacher, trainer, or other employee who has an extracurricular duty may communicate with students through TEAMS or the ParentSquare/StudentSquare App.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 11:00 p.m. and 5:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or

text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.

- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Policy DH, GB

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

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

Criminal History Background Checks

Policy DBAA

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions

Policy DH, DHB, DHC

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

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

Moral turpitude includes the following:

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

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

Certified Employees. The superintendent and directors are required to report the misconduct or criminal history of a certified employee or individual applying for certification or permit to TEA Division of Educator Investigations. Information about misconduct or allegations of misconduct of a certified employee obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor
- Possessed, transferred, sold, or distributed a controlled substance
- Illegally transferred, appropriated, or expended school property or funds
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation
- Committed a criminal offense on school property or at a school-sponsored event, or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor

Uncertified Employees. Misconduct or criminal history of an uncertified employee also must be reported to TEA. Information about misconduct or the allegations of misconduct obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abuse or unlawful act with a student or minor, or
- Involvement in a romantic relationship with or solicited or engaged in sexual contact with a student or minor

Alcohol and Drug-Abuse Prevention

Policy DH

Coppell ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use follows:

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=373&code=DH#localTabContent>

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco and nicotine products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings. Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school related activity. Exceptions may be made for non-smoking cessation products with supervisor approval.

Fraud and Financial Impropriety

Policy CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document

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

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

Family and Intimate Relationships at Work

See also Policy DBD (LOCAL)

The District recognizes that Employees may develop personal relationships in the course of their employment. However, in an effort to prevent favoritism, morale problems, disputes, or misunderstandings, and/or potential sexual harassment claims, the District will consider and potentially act on such relationships when they affect employees' job performance, occur during working time or on District premises, or have the potential to affect or do affect the workplace. In this regard, and as outlined herein, employees in a

supervisory role may not date or engage in an intimate relationship with employees that they supervise.

Coworkers are discouraged from dating or pursuing romantic or sexual relationships with each other. To avoid this problem and in accordance with District Policy and applicable law, the District may refuse to hire and/or place a relative or other intimately associated individual in a position where the potential for favoritism or conflict exists. In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, pursuant to District Policies and applicable law, at the discretion of the District.

Relationships with Clients and Suppliers

Employees should avoid investing in or acquiring a financial interest, for their own accounts, in any business organization that has a contractual relationship with Coppell ISD, or that provides goods or services, or both, to Coppell ISD, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of Coppell ISD.

Kickbacks and Secret Commissions

Regarding Coppell ISD's business activities, employees may not receive payment or compensation of any kind, except as authorized under Coppell ISD's remuneration policies. In particular, Coppell ISD strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

District Funds and Other Assets

Employees who have access to district funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in Coppell ISD's Administrative Operating Guide, instructional manuals, or other explanatory materials. Coppell ISD imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise their superior, campus/department director or a central office administrator so that Coppell ISD can promptly investigate further.

When an employee's position requires spending district funds or incurring any reimbursable personal expenses, that individual must use good judgment on Coppell ISD's behalf to ensure that good value is received for the expenditure.

District funds and all other assets of Coppell ISD are for district purposes only and not for personal benefit. Board policy CMB (Local) states that school owned equipment and supplies shall not be used by or loaned to anyone except as required by and in the service of district schools.

District Records and Communications

Accurate and reliable records of many kinds are necessary to meet Coppell ISD's legal and financial obligations and to manage the affairs of Coppell ISD. The district's books and records must reflect accurate and timely business transactions. The employees responsible for accounting and record keeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, production, financial, or similar reports and statements
- False advertising, deceptive marketing practices, or other misleading representations

Records Retention: Retention of records shall be in accordance with CPC(LOCAL).

Dealing with Outside People and Districts

Employees must take care to separate their personal roles from their district positions when communicating on matters not involving district business. Employees must not use district identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve district business, employees must not presume to speak for Coppell ISD on any topic, unless they are certain that the views they express are those of Coppell ISD, and it is Coppell ISD's desire that such views be publicly disseminated.

When dealing with anyone outside Coppell ISD, including public officials, employees must take care not to compromise the integrity or damage the reputation of Coppell ISD, or any outside individual, business, or government body.

Prompt Communications

In all matters, relevant to parents, suppliers, government authorities, the public and others in Coppell ISD, employees must make every effort to achieve complete, accurate, and timely communications - responding promptly and courteously to all proper requests for information and to all complaints.

Privacy and Confidentiality

When handling financial and personal information about employees, students, parents and others with whom the district has dealings, observe the following principles:

1. Collect, use, and retain only the personal information necessary for Coppell ISD's business.
2. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
3. Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
4. Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.
5. Comply with every aspect of "Open Records" law and regulation.
6. Additional information regarding employee protected health information (PHI) is contained in *Coppell Independent School District Privacy Policy and Procedures Statement*.

Gifts and Favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

Copyrighted Materials

Policy CY

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

Curriculum, Instruction and Assessment

The district curriculum, instruction and assessment practices are aligned with state and federal requirements concerning learning and assessment. CISD has curriculum documents which help to guide educators in lesson design and learning. While there is flexibility in lesson design to allow for creativity and innovation, it is also essential that staff follow the set expectations for covering the skills and knowledge deemed necessary by the state as well as using the district scope and sequence for pacing/guidance, the aligned district assessment tools and our identified high priority learning standards to guide and evaluate learning. CISD uses a learning management system (LMS) to help create and house resources for supporting learning and it is the expectation for staff to use the tools and aligned resources provided to help support overall curriculum, instruction and assessment. The district has a [Coppell ISD Minimum Expectations for Grading Practices](#) that should be followed concerning evaluation of learner progress when grades are given. It is also the responsibility of staff to follow and provide support to the specific instructional needs and/or plans of any students receiving special education services, 504 services, Emergent Bilingual services, Gifted and Talented services or specific intervention plans based on their academic, social emotional or behavioral needs.

Associations and Political Activities

Policy DGA

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

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of district resources including work time for political activities is prohibited. For more information on election ethics for school district employees, visit the link: <https://go.coppellisd.com/electionethics>

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

Charitable Contributions

Policy DG

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

coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety and Security

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies for additional information.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

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.
- Wear your employee ID in a visible location on your upper body at all times.
- Lock classroom and office doors when not in use.
- Store away confidential or valuable items/information.
- Keep classroom doors closed and locked during instruction to create a safety barrier.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.
- Perform all safety drills and procedures according to District protocols.

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

Employees with questions or concerns relating to safety programs and issues can contact the Coordinator of Safety and Security.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school

premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call 911 immediately.

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign into the Raptor System with their ID. All visitors must wear a visitor ID sticker on their upper body while on the premises. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately escort him or her to the building office or contact the administrator in charge. Parents visiting a child's classroom during instructional time shall be permitted only with prior approval of the administrator, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. The Student Handbook has additional details on this process. Classroom visits/observations are not appropriate times for parent conferences. If a parent has a concern, an appointment should be scheduled with the teacher at a time other than class time. CISD students are not permitted to have school-aged friends or visitors attend classes with them during the school day. A visit to a classroom other than your child's classroom to gather information regarding the classroom or special program, shall be permitted only with prior approval of the administrator, and such a visit shall not be permitted during instructional time. The purpose of the classroom visit needs to be clearly stated and again approved by the campus principal. Classroom observations may be denied in order to protect confidential information for all students. This is in compliance with the Family Educational Rights and Privacy Act and laws governing confidentiality of all students and governing confidentiality of personally identifiable information of students with disabilities. Guidelines and acceptable behavior for parents is available at each campus.

Asbestos Management Plan

Policy CSC

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

Pest Control Treatment

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

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

Dress and Grooming

Policy DH

All district employees are expected to present themselves in a professional manner each day. We are responsible for upholding the student dress code while holding ourselves to a higher standard as professionals. All employees are expected to wear their ID badge on their person where it is viewable. The dress and grooming of district employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the superintendent.

Management of Student Activity Funds

Policy CFD

Each secondary school shall have and maintain a student activities accounts to manage class funds, organization funds, and any other funds into which students have put money in the name of the school. All money collected shall be receipted and if at all possible deposited into the appropriate district account on the same day as received.

The principal shall be responsible for the proper administration of each organization's funds. Money collected by student groups shall be disbursed only for purposes authorized by the organization or upon approval of the sponsor, the principal or authorized designee. All funds raised by student organizations must be spent for the benefit of the students.

General Procedures

Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify staff and parents through text and email using ParentSquare.

Emergencies

Policies CKC, CKD

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the purchasing department as a purchase requisition in Munis (the financial management software system) with the appropriate budget codes. No purchases, charges, or commitments to buy goods or services for the district can be made without a District Issued PO IN HAND FIRST. The district will not reimburse employees or assume responsibility for purchases made without authorization. The district does not pay sales tax*. A sales tax exemption certificate is available in Google Drive under CISD Business Office Documents. Employees are not permitted to use district funds to purchase supplies or equipment for personal use. Contact the Purchasing Department for additional information on purchasing procedures.

***except for items per the Texas Comptroller of Public Accounts requirements.**

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary.

Personnel Records

Policy DBA, GBA

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

Employees may choose to have the following personal information withheld:

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

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

Facility Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The District's General Services Department is responsible for scheduling the use of facilities after school hours. Contact the General Services Manager to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE, DHB

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent or other persons designated by the board of trustees, which includes the Human Resources Department. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent or other person designated by board action.

Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

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

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

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

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB

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

suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

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

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

Dismissal of Noncontract Employees

Policies DCD, DP

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

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

Discharge of Convicted Employees

Policy DF

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

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

Exit Interviews and Procedures

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Reports to Texas Education Agency

Policies DF, DHB, DHC

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

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

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

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

Reports Concerning Court-Ordered Withholding

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

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Coppell ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; 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 the Director of Student and Staff Services at 214-496-6068, the district Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should be directed to *Stephanie Flores, Executive Director of Intervention Services*, sflores@coppellisd.com, and 214-496-6000 the district ADA/Section 504 coordinator for students. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records

Policy FL

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

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

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

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC

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

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance

Policy FEB

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must send an email or note for consideration of the absence being excused. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to their campus administrator. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=373&code=FFI#legalTabContent>

Hazing

Policy FNCC

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

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