

LANCASTER ISD

EMPLOYEE HANDBOOK

2023-2024



Empowering ALL students' purpose and
passion through quality education

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INTRODUCTION

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

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide 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 www.lancasterisd.org > School Board > Online District Policy.

If you have difficulty accessing the information in this document due to disability, please email hr@lancasterisd.org



EMPLOYEE NOTIFICATION FOR ALL EMPLOYEES

DISCRIMINATION, HARASSMENT, AND RETALIATION

To ensure that employees understand how to report and respond to allegations of prohibited discrimination, harassment, and retaliation, the policies and exhibits below should be distributed annually to employees and should be available at each campus and at the district's administrative offices. It is imperative that all employees be aware of and trained on their responsibility to respond immediately and appropriately if the employee suspects or receives notice that a student has or may have experienced prohibited conduct. Relevant policies include:

- [DH](#) and [FO](#) – Policies and exhibits addressing standards of conduct for employees and students.
- [DIA](#), [FB](#), and [FFH](#) – Policies regarding discrimination, harassment, and retaliation, including the relevant exhibits containing contact information for reporting such behavior, for employees and students.

BULLYING

A separate policy, [FFI\(LOCAL\)](#), addresses student bullying, including cyberbullying, and establishes procedures for reporting and investigating allegations. State law requires that the policy and necessary procedures be included in the student and employee handbooks and the district improvement plan and be posted on the district's website to the extent practicable.

Additionally, because this conduct may also rise to the level of discrimination or harassment, if based on a protected characteristic, this policy should be distributed to employees alongside [FFH\(LOCAL\)](#) and [\(EXHIBIT\)](#).

Please note: [Senate Bill \(SB\) 2050](#), from the 87th Legislature, Regular Session, requires that districts' bullying policies comply with minimum standards to be adopted by TEA. Policy Service will recommend policy revisions following publication of the TEA minimum standards.

CHILD ABUSE AND NEGLECT

Commissioner rules require that districts distribute policies pertaining to child abuse and neglect to all employees at the beginning of each school year and regularly review the policies, including procedures for reporting suspected child abuse or neglect, in staff development programs. As part of the staff development programs, districts should also review their policy and programs addressing sexual abuse, trafficking, and other maltreatment of students.



These programs must be included in the district improvement plan and the student handbook, and districts must also provide training for increasing staff awareness about sexual abuse, trafficking, and other maltreatment of children, including prevention techniques and warning signs.

Policy information may be found at:

- [BQ\(LEGAL\)](#), referring to the district plan for addressing sexual abuse and other maltreatment of children;
- [DH\(LOCAL\)](#) and [\(EXHIBIT\)](#), addressing employee standards of conduct;
- [FFG\(LEGAL\)](#) and [\(LOCAL\)](#), addressing child abuse and neglect, trafficking, and maltreatment of students; and
- [GRA\(LEGAL\)](#) and [\(LOCAL\)](#), addressing child abuse investigations.

Please note: [House Bill \(HB\) 3379](#), from the 87th Legislature, Regular Session, revised child abuse reporting standards from the previous standard requiring reporting when a person had “cause to believe” that a child has been or may be abused or neglected to “reasonable cause to believe” that a child has been or may be abused or neglected. Policy Service will recommend policy revisions to [FFG\(LOCAL\)](#) at Update 118, to be released this fall.

DRUG-FREE WORKPLACE

Federal law requires districts to publish a statement notifying employees about the district’s drug-free workplace. This statement is found at [DH\(LOCAL\)](#), which must be provided to employees.

For Teachers and Administrators: Documents Pertaining to Student Discipline

Education Code 37.018 requires districts to provide each teacher and administrator with a copy of Chapter 37, sections 37.001 through 37.023, addressing student discipline, as well as a copy of relevant local district policies. In addition to the Chapter 37 sections, Policy Service recommends that districts provide all (LOCAL) policies in the [FN](#) and [FO](#) series to teachers and administrators. For your convenience, an updated copy of Chapter 37 with changes from the 87th Legislature, Regular Session, is on the [Policy Service Student Discipline web page](#).

Policy Service also recommends that districts make the student code of conduct and the applicable student handbook available to teachers and administrators by posting the documents on the district’s website or providing hard copies. Policy changes or amendments to these documents made during the school year should be provided to all teachers and administrators through the same methods. Education Code 37.001 requires the student code of conduct to be posted and prominently displayed at each school campus or to be made available for review in the campus principal’s office.



In mid-July 2021, Policy Service released post-legislative updates to the TASB Model Student Handbook and the TASB Model Student Code of Conduct. Both documents are available in the Policy Service Resource Library on myTASB and in the Member Center.

For Term Contract Employees

EMPLOYMENT POLICIES

Education Code 21.204(d) requires the board to provide each teacher with a copy of the teacher's contract and, at the teacher's request, a copy of the board's employment policies. The district must also post its employment policies online. Upon request, the board must make a copy of the employment policies available for inspection at each school within a reasonable time. The law does not specify which policies are considered "employment policies."

Although this statute applies only to employees who hold educator term contracts, TASB Policy and Legal Services recommend that the district also provide the information to those employed under probationary and continuing contracts.

Since there is not a statutory definition of the term, TASB Policy and Legal Services suggest that "employment policies" might include (LEGAL) and (LOCAL) policies and exhibits found at the following codes in your local policy manual, marked to indicate if revisions to a relevant local policy were included in the last two Policy Service updates. An asterisk indicates that the policy will be included in Update 118, to be released this fall.

Note: If a "series" is indicated, the teacher will receive a copy of each document that begins with the two or three letters in that policy code series.

Policy Code	Policy Title	Policy Code	Policy Title
DAA	Equal Employment Opportunity	DG	Employee Rights and Privileges
DBAA	Pre-Employment Reviews	DGBA	Employee Complaints/Grievances
DBD	Conflict of Interest	DH series	Employee Standards of Conduct
DC series (U116)	Employment Practices	DI series	Employee Welfare
DEA series	Compensation Plan	DK	Assignment and Schedules
DEC series (U117)	Leaves and Absences	DN series	Performance Appraisal
DF series	Termination of Employment		



For Employees Who Enforce Meal Policies

The United States Department of Agriculture (USDA) requires districts to provide their written meal charge policy, [CO\(LOCAL\)](#), to all school staff responsible for policy enforcement. This includes food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspects of the meal charge policy. Also, the USDA recommends that districts inform the following individuals of the policy: school social workers, school nurses, homeless student liaisons or other staff members who assist children in need or who may be contacted by families with unpaid meal charges, principals, and other administrators. For more information, see the USDA's memo, [Unpaid Meal Charges: Guidance and Q&A](#).

Mandated Postings

EMPLOYMENT POLICIES, REGULATIONS, AND FORMS

[HB 750](#), from the 87th Legislature, Regular Session, requires a district to post on its website the employment policy required by Education Code 11.1513(a) and any regulations referenced in the policy. Any form referenced in the policy must be posted on the district's intranet or at the district administrative office.

The board policy topics required by Education Code 11.1513(a) address board employment and evaluation of the superintendent, the superintendent's authority to make hiring recommendations to the board and any board delegation to the superintendent for final hiring authority, and approval by the principal of campus staff assignments.

WORK-SITE NOTICES

A number of work-site notices, on topics ranging from workers' compensation rights to pest control treatments, must be posted. Posted information should be placed in several different accessible areas (e.g. teacher workrooms, kitchens, transportation offices, and adjacent to mailboxes), where employees at each worksite are most likely to see them. For further information regarding required notices, consult either of the following TASB publications:

- The [HR Services Resource Library](#), which is available to TASB HR Services subscribers on myTASB and in the Member Center. A description of posting requirements and checklists may be found in the HR Library under the "HR Department" topic.
- Federal and State Work-Site Posters, which are available in English and Spanish from the [TASB Store](#) (Cataloged under the "District Operations" topic or found by searching "postings").



OTHER IMPORTANT INFORMATION

While the law does not require distribution of the key policies and administrative procedures listed below, the information in these (LEGAL) and (LOCAL) policies and exhibits should be reviewed periodically in staff training or through other communications. The codes are marked if Policy Service recommended revisions to local policy in the last two Policy Service updates. An asterisk indicates that the policy will be included in Update 118, to be released this fall.

DISTRICT GOALS AND PLANNING

Policy Code	Policy Title
AE	District educational philosophy
BQ series	District- and campus-level planning

INSTRUCTION AND STUDENTS

Policy Code	Policy Title
EF	District educational philosophy
EHBAF	District- and campus-level planning
EIA	Grading standards and grade reporting
EIE	Promoting and retaining students
FB series	Protection of students from unlawful discrimination
FE series	Student attendance
FFAC (U116)	Providing medical treatment or medication to students
FFAD	Excluding students with communicable diseases
FFAF	Care plans for students at risk for anaphylaxis
FFB series	Crisis intervention and trauma-informed care
FFG	Mandated reporting of child abuse and neglect
FFH	Freedom from discrimination, harassment, and retaliation
FFI	Freedom from bullying (including cyberbullying)
FL	Safeguarding privacy of student records
FNA	Student expression
FNAA	Distribution of non-school literature
FNAB	Use of school facilities for non-school purposes
FNG	Handling student/parent complaints; parents' rights
FO	Student discipline
GRA	Interaction of police and child protective services with students on campus



PERSONNEL

Policy Code	Policy Title
CAA	Financial ethics
CB	Federal conflicts of interest
CDC	Solicitation of gifts
CK series	Employee safety practices and crisis management
CQ series	District technology and electronic communications
CQB (U116)	Cybersecurity
CRD	Health and life insurance
CY	Intellectual property and copyright
DAA	Equal employment opportunity
DBAA	Criminal history and credit reports
DBD	Conflict of interest
DC series (U116)	Employment practices
DEA series	Compensation plan
DEC series (U117)	Employee leaves and absences
DEE	Requirements for expense reimbursement
DF series	Termination of employment
DGBA	Process for employee complaints and grievances
DH	Employee standards of conduct
DHE	Alcohol/drug screening and other searches of employees
DIA	Freedom from discrimination, harassment, and retaliation
DK	Assignment to positions; transfers
DN series	Employee evaluation/appraisal
GBA series	Confidentiality of personnel records; public and nonpublic information
GBBA	News media relations and communications during a crisis
GKA (U116)	Community relations and conduct on school premises
GKD series	Non-school use of school facilities and distribution of non-school literature



DISTRICT INFORMATION

MISSION STATEMENT, GOALS, AND OBJECTIVE

Mission:

Empowering ALL students' purpose and passion through quality education.

Vision:

Every graduate a success!

Motto:

More than a diploma.

WE BELIEVE

- Equity in education is a human right.
- Educators, parents, and students share in the responsibility of developing graduates who are well-rounded individuals.
- Engaged, relevant learning and real-world experiences prepare students to lead productive lives.
- Learning is a lifelong process that is enhanced by taking risks.
- Growing from past experiences creates opportunities for future success.
- Purposeful planning to meet individual students needs leads to intentional outcomes for student success.
- All students and staff have the right to a safe and secure learning environment.

BOARD OF TRUSTEES

Policies [BAA](#), [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 are elected by the citizens of Lancaster and serve 3-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.



BOARD OF TRUSTEES

Board President.....	Marion Hamilton, District 1
Board Vice President.....	Ty G. Jones, District 5
Board Secretary.....	Carolyn Ann Morris, District 6
Trustee.....	Daryle Clewis, District 4
Trustee.....	Kendall L. Smith , District 7
Trustee.....	Gregory Stephenson, District 2
Trustee.....	Temika S. Whitfield, District 3

The board usually meets one Thursday each month at 6:30 pm. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district [website](#) and 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.


DISTRICT LEADERSHIP

Superintendent of Schools.....	Dr. A.K. Perera
Deputy Superintendent, Teaching & Learning.....	Dr. Cassandra Barker
Chief Human Resources Officer.....	Dr. LaBotta Taylor
Chief Financial Officer.....	Dr. Faith-Ann Cheek
Chief of Student Services.....	Dr. Marcus Jackson
Chief of Access & Accountability.....	Patonia Bell
Chief of Communications, Marketing & Community Engagement.....	Kimberly Simpson
Chief of Police.....	Clifford Wherley
General Counsel.....	Sharesa Y. Alexander



CAMPUS WORK HOURS

Elementary Schedule		
	Teacher	Students
Begins	7:30 am	8:00 am
Ends	4:10 pm	3:50 pm

Secondary/JDH Schedule		
	Teacher	Students
Begins	7:15 am	7:30 am
Ends	3:45 pm	3:20 pm

Campus principals have flexibility to adjust this 8-hour work day to cover various duty assignments and as needed. All other work hours are dependent upon the job assignment.

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

Policies [DAA](#), [DIA](#)

In its efforts to promote nondiscrimination and as required by law, Lancaster 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: Dr. Dameon Gray, Executive Director of Human Resources, dameongray@lancasterisd.org, 422 S. Centre Avenue Lancaster, Texas 75146, 972-218-1400. 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 concerns regarding discrimination on the basis of a disability: Lamonica Williams, Coordinator-Special Programs, lamonicawilliams@lancasterisd.org, 422 S. Centre Avenue Lancaster, Texas 75146, 972-218-1400.

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 non-renewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

Probationary Contracts. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after 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 (e.g., 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.

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

Employment is not for any specified term and may be terminated at any time by either the employee or the district.

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

CERTIFICATION AND LICENSES

Policies [DBA](#), [DF](#)

Professional employees whose positions require SBEC certification or 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 the Human Resources Department in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) or the Texas Board of Nursing must notify the Human Resources Department 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 Human Resources Department 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 the Human Resources Department if you have any questions regarding re-verification of employment authorization. Failure to verify employment authorization may result in termination.

SEARCHES AND ALCOHOL AND DRUG TESTING

Policies [CQ](#), [DHE](#)

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, 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 the Human Resources Department.

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 director supervisor.

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

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. 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 before the school year begins must submit his or her request by contacting 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 in the Employee Handbook for additional information.

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 breastmilk. 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 [name, title, phone number].

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 [name, title, phone number] to begin the interactive process.

NOTIFICATION TO PARENTS REGARDING QUALIFICATIONS

Policies [DK](#), [DBA](#)

In schools receiving Title I funds, parents may request information regarding the professional qualifications of their child's teacher.

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.



PERFORMANCE EVALUATION

Policy [DN series](#)

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

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualification, 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.

EMPLOYEE INVOLVEMENT

Policies [BQA](#), [BQB](#)

At both the campus and district levels, Lancaster 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 Human Resources Department.

STAFF DEVELOPMENT

Policy [DMA \(Legal\)](#)([Local](#))

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

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



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. (See Overtime Compensation, in the Employee Handbook.)

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.

PAYCHECKS

All professional and salaried employees are paid twice 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.

All professional and paraprofessional employees are paid on the 10th and 25th of each month. Auxiliary employees are paid every other Friday (bi-weekly). Bi-Weekly pay sometimes includes 3 weeks instead of 2. The pay dates for the 3-week pay periods are noted on the pay schedule. If semi payday falls on a weekend, payroll will be processed as follows:

If the 10th or the 25th falls on a Saturday or a Sunday, payday will be Friday unless otherwise noted.

Semi Monthly payroll data is due on the tenth of each month with exceptions during holiday season. Similarly, auxiliary payroll data is due on Wednesday after their payroll cutoff unless otherwise noted on the payroll bulletin. All payroll data is due to the Lancaster ISD Payroll office by the end of business on the due date unless otherwise noted.

Automatic Payroll Deposit

Lancaster ISD has chosen Direct Deposit as its payment method. It is the responsibility of the employee to provide Payroll with a Direct Deposit Authorization form along with a voided check or savings deposit slip.

Employees are able to view their paycheck detail and history via the [Employee Service Center](#) which is powered by TEAMS. Each employee has been assigned a specialized user name and password to ensure that all information is held in the strictest confidence and security. If you are unable to access the (ESC) Employee Service Center or have forgotten your password, please contact the Human Resources Department.

If you are unable to obtain a bank account, please contact Pay roll as soon as possible to avoid any delays in receiving your pay.

See the Lancaster ISD Website for the [Pay Schedules](#) or contact the Payroll Department.



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

Involuntary deductions such as Student loans, Child Support, Bankruptcy and IRS Levies are processed upon receipt and do not require authorization from the employee. However, employees will be notified of a receipt of such deductions as a payroll courtesy.

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 from one or more paychecks if an overpayment occurs.

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 12:01 am Sunday and ends at 11:59pm Saturday.

Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.



Employees may be compensated for overtime (e.g., 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 24 hours of comp time.
- Comp time must be used in the duty year that it is earned and within 90 days of earning the time.
- 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.

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 provided to all employees in a separate booklet. Employees should contact the Human Resources Department for more information.



SUPPLEMENTAL INSURANCE BENEFITS

Policy [CRD](#)

At their own expense, employees may enroll in supplemental insurance programs for LancasterISD. Premiums for these programs can be paid by payroll deduction. Employees should contact the Human Resources Department 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 (e.g., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third party administrator handles employee claims made on these accounts.

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

WORKERS' COMPENSATION INSURANCE

Policy [CRE](#)

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

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 Human Resources Department. 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, in the Employee Handbook 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 the Human Resources Department 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).

OTHER BENEFIT PROGRAMS

Lancaster ISD pays for all employees and their families to have access to RECURO, a telemedicine provider at no cost to employees. RECURO has a national network of board certified, state licensed doctors offering medical consultations 24 hours a day, 7 days a week! RECURO doctors diagnose acute non emergent medical conditions and prescribe medications when clinically appropriate. Click [HERE](#) for more information.

LEAVES AND ABSENCES

Policies [DEC](#), [DECA](#), [DECB](#)

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

Paid leave must be used in half day or whole day increments. Earned comp time must be used before any available paid state and local 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 2 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, step sibling, 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 the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in Policy DECA (LEGAL).

Medical Certification. Any employee, who is absent more than three consecutive work-days because of personal illness or illness in the immediate family, 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 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: non-discretionary and discretionary.

Non-discretionary Use. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered non-discretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Non-discretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See [DEC \(LEGAL\)](#)].

Discretionary Use. Leave taken at the individual employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor at least 5 days in advance of the anticipated absence. The effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

The use of discretionary personal leave is limited to a maximum of five (5) days per school year, with no more than two (2) days consecutive. Discretionary personal leave may not be used on:

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



Discretionary use of state personal leave shall not exceed two consecutive workdays.

Exceptions to this shall only be made when the employee's requested absence is determined by the employee's supervisor as one that would not negatively affect the educational program or District operations.

In accordance with the District's innovation plan and the Superintendent's administrative regulations, an employee shall be prohibited from using state personal leave days or local leave days to substitute for or take off on trade-out days used for professional development. [See [DMA\(LOCAL\)](#)]

Discretionary use of state personal leave shall not be allowed on the day before or after a school holiday, the first and last week of the school year, days on which end-of-semester or end-of-year exams are scheduled, days on which state-mandated assessments are scheduled, or on professional and staff development days.

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

LOCAL LEAVE

All full-time employees that work greater than 7.5 hours and all teachers and classroom aides shall earn five paid local leave days per school year in accordance with administrative regulations.

Local leave shall accumulate without limit.



Local leave shall be used according to the terms and conditions of state personal leave.
[See State Personal Leave, above]

LEAVE ACCRUAL: STATE LEAVE (5 DAYS) AND LOCAL LEAVE (5 DAYS)

Number of Days Worked	Number of Days Earned
0 -17	0
18 - 35	0.5
36 - 53	1
54 - 71	1.5
72 - 79	2
80 - 96	2.5
97 - 114	3
115 - 132	3.5
133 - 150	4
151 - 168	4.5
169+	5

VACATION

Policy DED

A full-time at-will maintenance and operations employee in a position normally requiring 12 months of service who has been employed by the District for more than one year but fewer than three years shall earn a maximum of five paid vacation leave days per year at the rate of 3.33 hours per full calendar month of employment. Paid vacation leave shall not be provided during the first year of employment.

A full-time at-will maintenance and operations employee in a position normally requiring 12 months of service and employed 250 or more work days per year between July 1 and June 30 by the District for more than three years shall earn a maximum of ten paid vacation leave days per year at the rate of 6.67 hours per full calendar month of employment.



An eligible employee shall be expected to use paid vacation leave days during the duty year in which the days are earned. For purposes of this policy, the duty year is defined as July 1 through June 30. Vacation days shall be made available at the first pay period of each school year. An employee may carry over a maximum of five paid vacation leave days from one duty year to the next, but shall forfeit the days carried over if not used by July 1 of the succeeding school year.

The District shall not pay an employee for any unused vacation leave when the employee separates from service with the District. The District shall deduct from an employee's pay any paid leave taken but not yet earned as of the date of separation. If an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced for vacation leave taken but not earned beyond his or her pro rata entitlement for the school year.

An employee shall not earn paid vacation leave under this policy during the time an employee is absent from work on unpaid leave due to illness or injury of any kind.

Vacation leave shall not be granted to an at-will maintenance and operations employee on the following days unless approved by the executive director of maintenance and operations:

- The day before or after a school holiday.
- The first or last week of the school year.
- Days on which end-of-semester and end-of-year exams are scheduled.
- Days on which state-mandated assessments are scheduled.
- Professional or staff development days.

Full-time at-will maintenance and operations employees in positions normally requiring 250 or more work days per year shall be granted ten paid holidays in a calendar year. Time worked on a holiday with the approval of the employee's supervisor shall be compensated by other time off or paid at a rate of time-and-one-half, at the discretion of the supervisor.

Maintenance/environmental services department employees shall have the following holidays, with actual dates to be determined by the District:

Holidays	Number of Days
Independence Day	1
Labor Day	1
Thanksgiving	2
Winter Holiday	2



Holidays	Number of Days
New Year	1
Martin Luther King, Jr., Day	1
Spring Holiday	1
Memorial Day	1

SICK LEAVE BANK (OR POOL)

The District shall establish a sick leave bank that employees may join through contribution of local leave. Leave contributed to the bank shall be solely for the use of participating employees.

An employee who is a member of the bank may request leave from the bank if the employee experiences a catastrophic illness or injury and has exhausted all paid leave and any applicable compensatory time.

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph. If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

The Superintendent or designee shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

Click [HERE](#) to view, download, or print the Sick Leave Handbook.



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 service member.

An eligible employee who is the spouse, child, parent or next of kin of a covered service member 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 service member.

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 Airline flight crew employees have different “hours of service” requirements.
- 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.

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 FMLA 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 shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.



Fitness for Duty. An employee that takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification from their 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 function is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FMLA leave 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 FMLA leave 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 by the district to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FMLA leave 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 FMLA leave, 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 FMLA leave 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 FMLA leave or have questions should contact the Human Resources Department for details on eligibility, requirements, and limitations.

TEMPORARY DISABILITY LEAVE

Certified Employees. Any full-time employee whose position requires educator certification by the State Board for Educator Certification (SBEC) or by the district shall be 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 forwarded to the Superintendent 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. The district shall require the employee to use temporary disability leave and paid leave, including any compensatory time, concurrently with FMLA leave. [See [DBB \(LOCAL\)](#) for temporary disability leave placement.]

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

When an employee is ready to return to work, the Human Resources Department 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. [See [DEC \(LEGAL\)](#) for return to active duty.]

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 Human Resources Department.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

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

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 fully compensated by the district 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.

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the Human Resources Department. In most cases, the length of federal military service cannot exceed five years.



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

LEAVE FOR PEACE OFFICERS

Policy [DEC](#)

A district peace officer who experiences a traumatic event in the scope of employment shall be granted a maximum of two days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

A district peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

PAYMENT FOR ACCUMULATED LEAVE UPON SEPARATION

Policy [DEC](#)

An employee who retires from the District shall be eligible for payment for accumulated state and local leave under the following conditions:

- 1.The employee is officially retiring in accordance with the criteria established by the Texas Teacher Retirement System (TRS).
- 2.The employee's retirement is voluntary, i.e., the employee is not being discharged or non renewed.
- 3.The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 90 days before the last day of employment. Non-contract employees must provide written notice at least two weeks before the last day of employment.
- 4.The employee has at least five years of service with the District immediately preceding retirement.

The employee shall receive payment for each day of accumulated state or local leave, whichever is the higher amount, at a rate of \$50 per day. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.



An employee with 20 or more consecutive years of service with the District immediately preceding retirement shall receive payment for accumulated state and local leave earned while in the District at a rate of \$50 per day. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

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

EMPLOYEE RELATIONS AND COMMUNICATIONS

EMPLOYEE RECOGNITION AND APPRECIATION

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include the End of Year Awards Program for Employees.

DISTRICT COMMUNICATIONS

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

COMPLAINTS AND GRIEVANCES

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, view the district's policy concerning the process of bringing concerns and complaints [HERE](#).



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, in the Employee Handbook 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 on the following pages:



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.

1. Professional Ethical Conduct, Practices, and Performance

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.

DISTRICT INVESTIGATIONS

Policy DH

When the District investigates a complaint of misconduct, including but not limited to complaints of student abuse or any type of sexual harassment, it expects and requires the cooperation of all employees including the complainant, witnesses, and the accused. During an investigation, the District may interview employees privately and take oral and/or written statements from them. Any employee who fails to cooperate with such an investigation or to provide complete and truthful information may be subject to disciplinary action, up to and including termination from employment.



DISCRIMINATION, HARASSMENT, AND RETALIATION

Policies [DH](#), [DIA](#)

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action, 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 can be viewed, downloaded or printed by following the next links: [DIA \(LOCAL\)](#).

HARASSMENT OF STUDENTS

Policies [DH](#), [DHB](#), [FFG](#), [FFH](#), [FFI](#)

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

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. 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 must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting Suspected Child Abuse and Bullying in the Employee Handbook for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is can be viewed, downloaded, or printed by following the links below.

- Definition of solicitation of a romantic relationship in [DHB \(Legal\)](#)
- [FFH \(LOCAL\)](#)
- [FFH \(Regulation\)](#)

REPORTING SUSPECTED CHILD ABUSE

Policies [DG](#), [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 www.txabusehotline.org or to the Texas Abuse Hotline (800- 2525400). 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 www.lancasterisd.org. 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

Policies [DG](#), [GRA](#)

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.

Electronic mail (email) transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use. Email is for instructional and administrative use. Sending jokes, chain letters, etc... via email is considered an inappropriate use of District equipment. Any memo or correspondence sent via email must follow the same District guidelines as is used for other correspondence distribution. Email is viewed as a public document. Care should be given to the tone of the email. Also, grammar and spelling should be checked before an email is sent. Be mindful of the forwarding properties associated with email.



Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and/or legal action. Employees with questions about computer use and data management can contact the Technology Department.

INTERNET FILTER

Lancaster ISD uses a web filter to manage access to various inappropriate locations. However, even with a filter, there may still be sites accessible via the Internet that contain material that is illegal, defamatory, inaccurate, or controversial. Although the District will attempt to limit access to objectionable material by using software, controlling all materials on the Internet is impossible. Employees are expected to monitor student Internet use and to report inappropriate Internet sites not filtered to administration.

ELECTRONIC STORAGE

The District has provided technology users with access to network storage locations for files. The storage area provides a place where school-related items can be stored from year to year. Shared network space and any District storage space may be monitored by District staff.

Inappropriate files such as games, music, inappropriate images, movies, videos, and files that consume storage space will be deleted. External electronic storage devices are subject to monitoring if used or purchased with District resources.

NETWORK BEHAVIOR

Network/Internet users are responsible for their actions in accessing available resources. The following standards will apply to all users of the Network/Internet:

- The user in whose name a system account is issued will be responsible at all times for its proper use.
- Users may not use another person's account.
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
- Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. See Copyright Materials in the EmployeeHandbook.
- Computers are joined to either a student or employee domain for management and inventory. Computers should not be removed from these domains.



INAPPROPRIATE USE

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations below, that violate the rules of network etiquette, or that hamper the integrity or security of any networks connected to the District's network.

SCOPE AND SEQUENCE

Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in emails distributed through District email is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks, are prohibited.

COMMERCIAL USE

Use for commercial, income-generating or "for-profit" activities, product advertisement, or political lobbying is prohibited. Sending unsolicited junk mail or chain letters is prohibited. Use of the District's resources for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

VANDALISM/MISCHIEF

Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Network/Internet, or any networks that are connected to the Network/Internet. This includes, but is not limited to, the creation or propagation of computer viruses, spyware, and malware. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited.

- Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission, is prohibited.
- Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users without their permission is prohibited, unless permitted by District policy or authorized by the Superintendent of Schools or his designee.
- Deliberate attempts to exceed, evade, or change resource quotas are prohibited.
- The deliberate causing of network congestion through mass consumption of system resources is prohibited.
- Unauthorized disclosure, use, and dissemination of personal information regarding students and employees are prohibited.



SECURITY

If a user identifies or has knowledge of a security problem on the Network/Internet, such as filtering software not working, the user should immediately notify the campus/department administrator or a manager from the Technology Department. The security problem should not be shared with others. Attempting to bypass security and filtering software is prohibited.

Attempts to log on to the Network/Internet impersonating a system administrator or Lancaster ISD employee is prohibited and may result in revocation of the user's access to the Network/Internet.

TRANSMITTING/STORING/ACCESSING CONFIDENTIAL INFORMATION

Teachers, staff, and students may not redistribute or forward confidential information (i.e. educational records, directory information, personnel records, etc.) without proper authorization. Confidential information should never be accessed, transmitted, redistributed, or forwarded to outside individuals who are not expressly authorized to receive the information.

Revealing such personal information as home addresses or phone numbers of users or others is prohibited. In order to reduce the loss of confidential information due to theft or misplacement, student/staff confidential information should not be stored on portable devices such as memory sticks or on hard drives or home machines. This information should be stored on the District's drive.

Extreme caution should be used if confidential data is stored on cloud storage.

MODIFICATION OF COMPUTER

Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

CAMPUS, DISTRICT, OR ORGANIZATIONAL WEBSITES

Web pages must adhere to the guidelines established by Communication and Technology Department. Web pages hosted on the Lancaster ISD web server or embedded on other websites and hyperlinks from these pages must not contain information that is in violation of (or promotes the violation of) any District policy or regulation, nor any local, state, or federal regulation or law.



Web pages that contain time-sensitive information, such as calendars, school events, staff information, etc., must be updated on a scheduled basis. Web pages must be checked periodically to make sure that links are current and operable.

EXTERNAL LINKS

Extreme caution should be used when adding a link to an external web page. In all cases where an external link (link to a site external to Lancaster ISD domain) is used, special precautions should be made to ensure the appropriateness and the trustworthiness of the site. It is the responsibility of the person who authorized the links to check them frequently and to verify the site.

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 (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic 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, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.



- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See Policy [FL](#)]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See [DH \(EXHIBIT\)](#)]
 - Confidentiality of district records, including educator evaluations and private email addresses. [See Policy [GBA](#)] o 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 notify his or her immediate supervisor that they plan to communicate with students via text message and shall provide copies of the text and/or include other requested employees or adults on the text as well at the request of the supervisor.
- 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 10:00 p.m. and 6:00 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:
 - 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](#)] o Copyright law [See Policy [CY](#)]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system [See [DH \(EXHIBIT\)](#)].
- 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](#)

Lancaster 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 can be viewed, downloaded or printed on the next link: [Policy DH \(LOCAL\)](#)

TOBACCO PRODUCTS AND E-CIGARETTE USE

Policies [DH](#), [FNCD](#), [GKA](#)

State law prohibits smoking, using tobacco 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.



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 bylaw 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.



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.

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.

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 ElectionDay must communicate with their immediate supervisor prior to the absence.



CHARITABLE CONTRIBUTIONS

Policy [DC](#)

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 guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies in the Employee Handbook 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.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

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

Employees with questions or concerns relating to safety programs and issues can contact the Human Resources Department for more information.



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 fire armor 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 the Lancaster ISD Police Department immediately.

VISITORS IN THE WORKPLACE

Policy [GKC](#)

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

Follow the next link to view, download, or print [Policy GKC](#)

ASBESTOS MANAGEMENT PLAN

Policy [CKA](#)

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the Lancaster ISD Operations 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 in a common area for most employees. 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.

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, social media platforms, and notify local radio and/or television stations.

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



NAME AND ADDRESS CHANGES

It is important that employment records be kept up to date. Employees must notify the Human Resources Department if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Employees are able to change their information in the Employee Service Center or by contacting the Human Resources Department. All name changes require a copy of the social security card with the new name.

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 the Human Resources Department. 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 Maintenance and Operations Department is responsible for scheduling the use of facilities after school hours. Contact the Maintenance and Operations Department 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 direct supervisor and 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 in the Employee Handbook. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

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

The principal is required to notify the superintendent of a non-certified 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 NON-RENEWAL 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 non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify the superintendent or 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 54. 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 NON-CONTRACT EMPLOYEES

Policies [DCD](#), [DP](#)

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, 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. Non-contract 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 in the Employee Handbook.)

The principal is required to notify the superintendent of a non-certified 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).

Non-certified Employees. The voluntary or involuntary separation of a non-certified 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, Lancaster 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 employees based on sex, including sexual harassment should be directed to the Title IX Coordinator for Employees Dr. Dameon Gray by email at dameongray@lancasterisd.org, by mail at 422 S. Centre Avenue Lancaster, Texas 75146, or by phone at 972-218-1400. Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the Title IX Coordinator for Students Dr. Marcus Jackson by mail at 422 S. Centre Avenue Lancaster, Texas 75146, by email at marcusjackson@lancasterisd.org, or by phone at 972-218-1400. Questions or concerns about discrimination on the basis of a disability should be directed to Lamonica Williams, by email at lamonicawilliams@lancasterisd.org, by mail at 422 S. Centre Avenue Lancaster, Texas 75146, or by phone at 972-218-1400 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 Principal 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 [FN series](#), [FO series](#)

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

STUDENT ATTENDANCE POLICY

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 submit a note to the attendance office explaining the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

BULLYING

Policy [FFI](#)

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

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

For provisions regarding discrimination and harassment involving District students, see [FFH](#). Note that [FFI](#) shall be used in conjunction with [FFH](#) for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see [FFG](#).

BULLYING PROHIBITED

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.



Examples:

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

RETALIATION

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

Examples:

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

False Claim:

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting:

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

REPORTING PROCEDURES

STUDENT REPORT

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.



EMPLOYEE REPORT

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

REPORT FORMAT

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

NOTICE OF REPORT

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

PROHIBITED CONDUCT

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

INVESTIGATION OF REPORT

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

CONCLUDING THE INVESTIGATION

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

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.



NOTICE TO PARENTS

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

DISTRICT ACTION

BULLYING

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

DISCIPLINE

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

CORRECTIVE ACTION

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

TRANSFERS

The principal or designee shall refer to FDB for transfer provisions.

COUNSELING

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.



IMPROPER CONDUCT

If the investigation reveals improper conduct that did not rise to the level of prohibited conductor bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

CONFIDENTIALITY

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

APPEAL

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

RECORDS RETENTION

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

ACCESS TO POLICY AND PROCEDURES

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

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.



EMPLOYEE DRESS CODE

District employees shall exemplify the highest standards of professional appearance that will project a professional image for the employees and the District. All employees are expected to dress according to the Dress Code Policy during the normal workday, special events, and staff development. Clothes should be proper fitting and in good condition. The standards below are meant to promote community values and enhance an orderly educational environment, and shall not infringe on any individual's religious beliefs or protected free speech.

MALE EMPLOYEES

- Male employees will wear a dress shirt, dress pants, or other appropriate professional attire.
- Male employees shall keep their hair and facial hair groomed neatly.
- Examples of professional attire include suits, ties, sports coats, blazers, shirts (polo, collar, oxford), sweaters, vests and appropriate bottoms (dress slacks and khakis), dress shoes, loafers, and boots.

FEMALE EMPLOYEES

- Female employees will wear professional dresses and skirts that are no shorter than two inches above the bend of the knee in length, dress pants, or other appropriate professional attire.
- Examples of professional attire include suits (knee/appropriate length skirts or slacks), knee/appropriate length sleeved and sleeveless dresses, blouses, turtlenecks, sweaters, dress slacks, khakis, dress shoes, loafers, mules, or boots.

ALL EMPLOYEES

- Employees are required to visibly wear photo ID badges at all times.
- Hats are not to be worn inside, unless used as protective wear appropriate for one's job function.
- All attire should fit appropriately (not excessively tight or excessively loose).
- Professional footwear is required at all times.
- Clothes should be clean and neat.
- Employees are expected to exemplify proper grooming standards and personal hygiene in a manner that projects a professional image for the employees and the District.
- Jeans*
- T-shirts*

*May be worn on designated college and/or LISD Spirit days.



INAPPROPRIATE ATTIRE

- Form-fitting, snug, sagging, or transparent attire
- Head coverings of any kind worn indoors including, but not limited to bandanas, scarves, wraps, etc...except for religious reasons.
- Shorts
- Athletic wear including sweat pants, windbreakers, etc...
- Garments with hoods
- Cargo pants
- Revealing/provocative attire
- Offensive tattoos should be covered
- Necklines that expose cleavage
- Strapless dresses and tops without jackets
- Spandex/form fitting/leggings/stretch pants
- Slippers, flip-flops, house shoes, and crocs
- Employees will not be allowed to display any jewelry, tattoos, brands, or similar artifacts that are either obscene, distracting, or may cause disruption to the educational environment.
- Shirts, blouses or dresses that do not cover the back, waist of midriff. This includes, but is not limited to, crop tops, tube tops, halters and spaghetti straps less than two inches in width.
- Shirts, blouses and dresses that have excessive cut outs or reveal undergarments
- Other than earrings, no employee shall wear any type of facial jewelry or visible body piercings.
- Cell phone earpieces during scheduled work time.
- Pants type clothing that do not reach below the knee such as skorts and capris.
- Articles of clothing that are ripped, torn or transparent, or that contain holes to expose undergarments and/or skin.



DRESS CODE WAIVERS/EXCEPTIONS

- The Superintendent of Schools may waive the dress code for District employees when school is not in session or based on seasonal weather conditions, special events, and the like.
- Administrators will have the discretion to make exceptions to appropriateness of attire as it relates to culture, religious beliefs, vocational courses, physical education, maintenance, medical necessities, field trips, and spirit days.
- Additionally, employees required to wear District-issued uniforms are expected to wear the assigned uniform.
- Administrators shall have the discretion to determine the appropriateness of attire and grooming, and may make special exceptions for teachers in certain grades/subjects (i.e.vocational courses, physical education) or for medical necessities/religions.
- School nurses may wear scrubs and tennis shoes.



LANCASTER ACADEMIC CALENDAR

INDEPENDENT SCHOOL DISTRICT



PARENT CONFERENCE

EARLY RELEASE

NEW TEACHER ACADEMY

PROFESSIONAL LEARNING/
STUDENT HOLIDAYPROFESSIONAL LEARNING/
STUDENT INDEPENDENT LEARNING

[] START/END SIX WEEKS

STAFF/STUDENT HOLIDAY

BRIDGE UP PROGRAM

TEACHER PREP DAY

JULY 2023

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

3-7 District Wide Closure
17-27 Bridge Up
Enrichment Program

AUGUST 2023

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

1-3 New Teacher Academy
4-10 Professional Learning/
Student Holiday
11 Teacher Prep Day
14 First Day of School
25 Professional Learning/
Student Holiday

SEPTEMBER 2023

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

4 Labor Day
25 2nd Six Weeks Begins
27 Elementary Parent Conference
28 Secondary Parent Conference
29 Professional Learning/
Student Holiday

OCTOBER 2023

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

13 Professional Learning/Student
Independent Learning
16 Fair Day

NOVEMBER 2023

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

6 3rd Six Weeks Begins
7 National Election Day
(Student Holiday if campuses
are used as Polling Sites.)
17 Professional Learning/
Student Holiday
20-24 Thanksgiving Break

DECEMBER 2023

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

21 Early Release
21 Fall Semester Ends
22-29 Winter Break

JANUARY 2024

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

1-5 Winter Break
8 Return from Winter Break
8 Spring Semester Begins
8 4th Six Weeks Begins
12 Professional Learning/Student
Independent Learning
15 Martin Luther King Jr Day

FEBRUARY 2024

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

2 Professional Learning/Student
Independent Learning
7 Elementary Parent Conference
8 Secondary Parent Conference
12-13 Staff/Student Holiday
14 Professional Learning/Student
Independent Learning
19 5th Six Weeks Begins

MARCH 2024

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

11-15 Spring Break
29 Good Friday

APRIL 2024

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

1 Staff & Student Holiday
15 6th Six Weeks Begins

MAY 2024

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

27 Memorial Day
30 Early Release /Last Day of
School
31 Teacher Prep Day

JUNE 2024

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

19 Juneteenth

2023-2024

ACKNOWLEDGEMENT RECEIPT

LANCASTER ISD EMPLOYEE HANDBOOK

Name: _____

Campus/Department: _____

I hereby acknowledge receipt of a copy of the Lancaster ISD Substitute and the Lancaster ISD Employee Handbooks. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

**The Lancaster ISD Employee Handbook may be accessed online at
www.lancasterisd.org/humanresources**

Please indicate your choice by checking the appropriate box below:

- ☐ I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- ☐ I choose to receive a hard copy (view only) of the employee handbook and understand I am required to contact my direct supervisor or the Human Resources Department to obtain a hard copy.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources Department if I have questions or concerns or need further explanation.

Signature

Date

Please sign and date this receipt and forward it to the Human Resources Department.

