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**All Board Policies may be accessed and viewed on the CISD website.
CISD Board Policy**
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 welcomed and may be sent to the Department of Human Resources at the CISD Vonita White Administration Building.

This handbook is neither a contract nor a substitute for the official district policy manual. It is also not intended to alter the at-will status of non-contractual employees in any way. Rather, it is a guide and brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time and 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 may be viewed online by going to the CISD website*

**www.coppellisd.com**

*and clicking on the appropriate link, or on the Internet at*

**http://pol.tasb.org/Home/Index/373**

*Employees who do not have access to a computer may use one in the Human Resources Department.*

*District policy manuals are available at the CISD Vonita White Administration Building.*

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District Information

**Overview:**

The Coppell Independent School District is a premier public school system with a statewide reputation for educational excellence. This high-performing, innovative, and diverse district includes ten elementary campuses, three middle schools, three high schools, and an alternative campus. CISD serves over 12,400 learners in the communities of Coppell, Valley Ranch, North Irving, the City of Dallas (Cypress Waters), as well as parts of Lewisville, and Grapevine.

Coppell ISD is located predominantly in Coppell, Texas, a suburb of Dallas. The city of Coppell has 41,360 residents and is positioned a short five miles northeast of the DFW International Airport - north of Interstate 635 and west of I-35E.
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 curriculum, school taxes, annual budget, the employment of the superintendent and other professional staff, facilities, and expansions. The Board has complete and final control over school matters within limits established by state and federal law and regulations.

The Board of Trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district’s children. Board members are elected early in May and serve 3-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district. The Board usually meets the fourth Monday of each month at 7:00 P.M. at the CISD Vonita White Administration Building, 200 S. Denton Tap Road, Coppell, Texas. In the event that a large attendance is anticipated, the board may meet at another published location. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and at the Vonita White Administration Building at least 72 hours before the scheduled meeting time. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. Citizens interested in speaking at the meetings should contact the superintendent’s office (214-496-8002). 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.

2019-2020 Board of Trustees
Brad Hunt, Superintendent of Schools
Tom Hulme, President, Place 4
David Caviness, Vice President, Place 5
Nichole Bentley, Secretary, Place 6
Leigh Walker, Place 1
Manish Sethi, Place 2
Anthony Hill, Place 3
Tracy Fisher, Place 7

Board Meeting Schedule for 2019-2020
- September 23, 2019
- October 28, 2019
- November 18, 2019
- December 16, 2019
- January 13, 2020
- February 24, 2020
- March 23, 2020
- April 27, 2020
- May 18, 2020
- June 22, 2020
2019 - 2020 CALENDAR

IMPORTANT DATES
July 4        Independence Day Holiday
July 22       Board Meeting
Aug 6-9       *Professional Development
Aug 12-13     *Teacher Work Day
Aug 14        First Day of School
Aug 26        Board Meeting
Sept 2        Labor Day Holiday
Sept 23       Board Meeting
Oct 11        *Professional Development
Oct 14        Columbus Day Holiday
Oct 21-25     Red Ribbon Week
Oct 25        Homecoming
Oct 28        Board Meeting
Nov 18        Board Meeting
Nov 25-26     *Flex Staff Development
Nov 27-29     Thanksgiving Holiday
Dec 16        Board Meeting
Dec 20        Students Early Release Day
Dec 23 - Jan 3 Winter Break Holiday
Jan 13        Board Meeting
Jan 20        *Flex Staff Development/MLK Day
Feb 14        *Professional Development
Feb 17        Weather Day
Feb 24        Board Meeting
March 9-13     Spring Break Holiday
March 23      Board Meeting
April 10      Weather Day
April 13      *Professional Development
April 27      Board Meeting
May 18        Board Meeting
May 21        Student Early Release/Last Day
May 22        *Teacher Work Day
May 22        New Tech Graduation
May 25        Memorial Day Holiday
May 28        CHS Graduation
June 22       Board Meeting

Board Meeting Open Session begins at 7:00 p.m.
*No School for Students

CISD MISSION:
Working together, we are committed to profound learning experiences for each child, while nurturing meaningful relationships, to positively impact our world.
# CISD EARLY RELEASE DATES

## Fall Semester
### December 20, 2019
- **Coppell High 9th Grade (CHS9)**
  - Release 1:00 p.m.
  - Buses Leave at 1:15 p.m.

- **Coppell High School**
  - Release 1:00 p.m.
  - Buses Leave at 1:15 p.m.

- **New Tech High @ Coppell**
  - Release 1:00 p.m.
  - Buses Leave at 1:15 p.m.

## Spring Semester
### May 21, 2020
- **Coppell High 9th Grade (CHS9)**
  - Release 1:00 p.m.
  - Buses Leave at 1:15 p.m.

- **Coppell High School**
  - Release 1:00 p.m.
  - Buses Leave at 1:15 p.m.

- **New Tech High @ Coppell**
  - Release 1:00 p.m.
  - Buses Leave at 1:15 p.m.

## Grading Periods:

<table>
<thead>
<tr>
<th>Fall Semester (85 days)</th>
<th>Spring Semester (89 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 14 - Oct. 11</td>
<td>Jan. 6 – March 6</td>
</tr>
<tr>
<td>Oct. 15 – Dec. 20</td>
<td>March 16 – May 21</td>
</tr>
</tbody>
</table>
COPPELL INDEPENDENT SCHOOL DISTRICT 2019-2020
T.E.A /U.I.L. 2019-2020 Eligibility Calendar

This document is intended to bring clarity to the eligibility calendar for UIL participants. Specifically, be aware of the following issues:

- Grace periods for academic eligibility are seven (7) calendar days after the evaluation, with the exception of holidays.
- Academic Eligibility is determined from the 9 weeks Grades, not semester grades.
- After the 1st six weeks academic eligibility check, students may only lose academic eligibility at the nine weeks grading report.
- Students can regain academic eligibility at the three weeks progress report, and at the nine weeks grading period.
- All students are academically eligible during the Thanksgiving, Christmas, and Spring Break Holidays.
- Following Thanksgiving, Winter (Christmas), and Spring Break Holidays, ineligible students return to being ineligible until the next grade check and grace period.
- All students are academically eligible through the summer.
- Total credits from the previous year determine the first six weeks eligibility for 10th-12th grade students. The 2nd year of high school, they need 5 credits. 3rd year=10 credits, 4th year=15 credits. For 7th-9th grade students, promotion means they are eligible for the first six weeks.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>9/20/19 Evaluate all Student Students gain or lose eligibility</td>
<td>(6 weeks grade check)</td>
</tr>
<tr>
<td>Friday</td>
<td>9/27/19 Evaluate all Student Students gain or lose eligibility</td>
<td>(End of School day)</td>
</tr>
<tr>
<td>Thursday</td>
<td>10/10/19 Evaluate all Student Students gain or lose eligibility</td>
<td>(End of 1st Quarter)</td>
</tr>
<tr>
<td>Thursday</td>
<td>10/17/19 Students gain or lose eligibility</td>
<td>(End of School Day)</td>
</tr>
<tr>
<td>Friday</td>
<td>11/1/19 Re-evaluate Failing students</td>
<td>(1st- Three-week progress report)</td>
</tr>
<tr>
<td>Friday</td>
<td>11/8/19 Students may regain eligibility</td>
<td>(End of School Day)</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td></td>
<td>(All students eligible)</td>
</tr>
<tr>
<td>Friday</td>
<td>11/22/19 Re-evaluate Failing students</td>
<td>(2nd- Three-week progress report)</td>
</tr>
<tr>
<td>Monday</td>
<td>12/9/19 Students may regain eligibility</td>
<td>(End of School Day)</td>
</tr>
<tr>
<td>Christmas Break</td>
<td></td>
<td>(All students eligible)</td>
</tr>
<tr>
<td>Friday</td>
<td>12/20/19 Evaluate all Student Students gain or lose eligibility</td>
<td>(End of 2nd Quarter)</td>
</tr>
<tr>
<td>Monday</td>
<td>1/13/20 Students gain or lose eligibility</td>
<td>(End of School Day)</td>
</tr>
<tr>
<td>Friday</td>
<td>1/24/20 Re-evaluate Failing students</td>
<td>(1st- Three-week progress report)</td>
</tr>
<tr>
<td>Friday</td>
<td>1/31/20 Student may regain eligibility</td>
<td>(End of School Day)</td>
</tr>
<tr>
<td>Thursday</td>
<td>2/13/20 Re-evaluate Failing students</td>
<td>(2nd- Three-week progress report)</td>
</tr>
<tr>
<td>Thursday</td>
<td>2/20/20 Student may regain eligibility</td>
<td>(End of School Day)</td>
</tr>
<tr>
<td>Friday</td>
<td>3/6/20 Evaluate all Student Students gain or lose eligibility</td>
<td>(End of 2nd Quarter)</td>
</tr>
<tr>
<td>Spring Break</td>
<td></td>
<td>(All students eligible)</td>
</tr>
<tr>
<td>Monday</td>
<td>3/23/20 Students gain or lose eligibility</td>
<td>(End of School Day)</td>
</tr>
<tr>
<td>Friday</td>
<td>4/3/2020 Re-evaluate Failing students</td>
<td>(1st- Three-week progress report)</td>
</tr>
<tr>
<td>Friday</td>
<td>4/10/20 Student may regain eligibility</td>
<td>(End of School Day)</td>
</tr>
<tr>
<td>Monday</td>
<td>4/27/20 Re-evaluate Failing students</td>
<td>(End of School Day)</td>
</tr>
<tr>
<td>Monday</td>
<td>5/4/20 Student may regain eligibility</td>
<td>(2nd- Three-week progress report)</td>
</tr>
<tr>
<td>Thursday</td>
<td>5/21/20 End of 4th Quarter Students gain or lose eligibility</td>
<td>(End of School Day)</td>
</tr>
</tbody>
</table>
Professional employees and academic administrators typically are exempt under the Fair Labor Standards Act. While the district establishes general work schedules, all professional employees are expected to work the hours and days reasonably required to carry out their job duties in a professional and thorough manner. To provide support and services necessary for the operation of the CISD schools, we will use the following minimum hours of operation:

<table>
<thead>
<tr>
<th>EMPLOYEE GROUP</th>
<th>MINIMUM OPERATIONAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Office Administrators</td>
<td>8:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Central Office Non-Exempt Staff</td>
<td>8:00 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>Principals</td>
<td>30 minutes before and after school hours</td>
</tr>
<tr>
<td>Assistant Principals</td>
<td>30 minutes before and after school hours</td>
</tr>
<tr>
<td>Counselors</td>
<td>30 minutes before and after school hours</td>
</tr>
<tr>
<td>Teachers, Nurses, and Librarians</td>
<td>30 minutes before and after school hours</td>
</tr>
<tr>
<td>Other Professional Staff</td>
<td>30 minutes before and after operational hours of the assigned campus</td>
</tr>
<tr>
<td>(Ex: instructional coaches, OT’s, PT’s, APE’s, VI’s, LSSP’s, Behav. Spec., Dia’g, SLP’s, technology, etc.)</td>
<td></td>
</tr>
<tr>
<td>Campus Non-Exempt Staff</td>
<td>All non-exempt staff work 8 hours per day, not including lunch.</td>
</tr>
<tr>
<td></td>
<td>Supervisors may stagger the actual hours worked to meet campus needs.</td>
</tr>
<tr>
<td></td>
<td>Office personnel should be cross-trained so that overtime is not necessary on a regular basis.</td>
</tr>
</tbody>
</table>

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

### School Start and End Times

<table>
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<tr>
<th>School</th>
<th>Start Time</th>
<th>End Time</th>
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</thead>
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<tr>
<td>Pre-K/PPCD</td>
<td>7:40</td>
<td>3:05</td>
</tr>
<tr>
<td>Elementary</td>
<td>7:40</td>
<td>3:05</td>
</tr>
<tr>
<td>Middle School</td>
<td>8:10</td>
<td>3:35</td>
</tr>
<tr>
<td>CHS/CHS9</td>
<td>8:50</td>
<td>4:10</td>
</tr>
<tr>
<td>New Tech @ Coppell</td>
<td>8:50</td>
<td>4:10</td>
</tr>
<tr>
<td>Compass Program</td>
<td>7:55</td>
<td>3:00</td>
</tr>
<tr>
<td>Turning Point Program</td>
<td>8:45</td>
<td>3:50</td>
</tr>
</tbody>
</table>

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Students are not permitted to be dropped off on any campus prior to the time designated. Students are not allowed on the premises until staff members are available to supervise them at the designated times below.

At the elementary school campuses, beginning at 7:15 or 7:20, per your campus principal’s direction.
- Each campus has a specifically designated area for students that is monitored by staff
At the middle school campuses, the following areas are open to students before school, beginning at 7:30 a.m.
- Café; Tutoring Hub as designated by each campus; Commons Area as designed by each campus
At CHS9 and CHS the following areas are open to students before school, beginning at 7:30 a.m.
- Commons; Library
At New Tech HS @ Coppell the following areas are open to students before school, beginning at 8:00 a.m.
- Media Center; Café; Tutorials with staff.

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

Administration Building
200 South Denton Tap Road, Coppell, TX 75019
Receptionist
Rochelle Cowan 214-496-6000
FAX 214-496-6046

Superintendent of Schools
Superintendent of Schools
Brad Hunt 214-496-8002
Administrative Assistant
Carol Snowden 214-496-8002
FAX 214-496-8006

Administration Services
Communications and Community Engagement
Human Resources
Student & Staff Services
Assistant Superintendent of Administrative Services
Kristen Streeter 214-496-6080
Administrative Assistant
Marnie Wallen 214-496-6039

Curriculum and Instructional Programs
Asst. Supt. for Curriculum & Instruction
Dr. Angie Applegate 214-496-7044
Administrative Assistant
Angela Tucker 214-496-7044
Instructional Technology
Curriculum
CTE/Fine Arts
State/Federal Programs

Brock Center
268 Southwestern Boulevard, Coppell, TX 75019

Intervention Services
Director of Intervention Services, Special Education
Stephanie Flores 214-496-6955
FAX 214-496-6906
Director of Intervention Services, 504/PreK
Debbie Gauntt 214-496-6938

Health Services
Coordinator of Health Services
Joyce Alcorn 214-496-6044

Professional Learning
Director of Professional Learning
Brooke Sims 214-496-7995

Service Center
1303 Wrangler Circle, Coppell, TX 75019

Business Office
Asst. Supt. for Business & Support Services
Sid Grant 214-496-6006
Administrative Assistant
Vicky Cason 214-496-6006
<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Financial Officer</td>
<td>Diana Sircar</td>
<td>214-496-6004</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Vicky Cason</td>
<td>214-496-6006</td>
</tr>
</tbody>
</table>

**Child Nutrition**

Director of Child Nutrition
Jean Mosley 214-496-8070

**Facilities (Maintenance, Grounds, Energy, Custodial & General Services)**

Director of Maintenance
Genaro Lopez 214-496-8058

**Technology Department**

Executive Director of Technology
Stephen McGilvray 214-496-6950

Administrative Asst./Purchasing
Judy Lyssy 214-496-6962

**Transportation**

Durham School Services

General Manager
Richard Lindell

Operations Supervisor
Miguel Campos

Router
Damaris Mendoza

Dispatcher
Wanda Witt

214-496-8090
## CISD CAMPUSSES

**School Hours listed by campus at** [www.coppellisd.com](http://www.coppellisd.com)

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<tr>
<th>CISD Campus</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coppell High School</td>
<td>185 West Parkway Boulevard</td>
<td>214-496-6100</td>
</tr>
<tr>
<td>New Tech High @ Coppell</td>
<td>113 Samuel Boulevard</td>
<td>214-496-5900</td>
</tr>
<tr>
<td></td>
<td>Coppell, Texas 75019</td>
<td></td>
</tr>
<tr>
<td>CHS9</td>
<td>1301 Wrangler Circle</td>
<td>214-496-3800</td>
</tr>
<tr>
<td></td>
<td>Coppell, Texas 75019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Victory Place @ Coppell</td>
<td>214-496-8032</td>
</tr>
<tr>
<td></td>
<td>550 North Denton Tap Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Coppell, Texas 75019</td>
<td></td>
</tr>
<tr>
<td>Coppell Middle School East</td>
<td>400 N. Mockingbird Lane</td>
<td>214-496-6600</td>
</tr>
<tr>
<td></td>
<td>Coppell, Texas 75019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Coppell Middle School West</td>
<td>214-496-8600</td>
</tr>
<tr>
<td></td>
<td>2701 Ranch Trail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dallas, Texas 75019</td>
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</tr>
<tr>
<td>Coppell Middle School North</td>
<td>120 Natches Trace</td>
<td>214-496-7100</td>
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<tr>
<td></td>
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</tr>
<tr>
<td>Barbara S. Austin Elementary</td>
<td>161 South Moore Road</td>
<td>214-496-7300</td>
</tr>
<tr>
<td></td>
<td>Coppell, Texas 75019</td>
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<tr>
<td></td>
<td>Mockingbird Elementary</td>
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</tr>
<tr>
<td></td>
<td>300 Mockingbird Lane</td>
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</tr>
<tr>
<td></td>
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<tr>
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<tr>
<td></td>
<td>Irving, Texas 75063</td>
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</tr>
<tr>
<td></td>
<td>W.W. Pinkerton Elementary</td>
<td>214-496-6800</td>
</tr>
<tr>
<td></td>
<td>260 Southwestern Boulevard</td>
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</tr>
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<td></td>
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<tr>
<td>Cottonwood Creek Elementary</td>
<td>615 Minyard Drive</td>
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<td>Town Center Elementary</td>
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<td>185 North Heartz Road</td>
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<td>Denton Creek Elementary</td>
<td>250 Natches Trace</td>
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<tr>
<td></td>
<td>Valley Ranch Elementary</td>
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<tr>
<td></td>
<td>9800 Rodeo Drive</td>
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<td></td>
<td>Irving, Texas 75063</td>
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<td>Lakeside Elementary</td>
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<tr>
<td></td>
<td>W.H. Wilson Elementary</td>
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<td></td>
<td>200 South Coppell Road</td>
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<tr>
<td>Richard J. Lee Elementary</td>
<td>8808 Chaparral Waters Way</td>
<td>214-496-7900</td>
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<tr>
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</tr>
</tbody>
</table>
**CISD Mission Statement**

*Policy AE*

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

**CISD Values**

*Policy AE*

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

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

**ENGAGEMENT:**

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

**GREAT TEACHING:**

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

**REDEFINING SUCCESS:**

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

**RELATIONSHIPS:**

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

**Parameters**

- Strategic parameters are the guidelines within which our school district will accomplish its mission.
- We will always expect our learners to meet or exceed State Standards on state assessments.
- We will always attract, retain and develop a diverse, highly qualified, visionary staff.
- We will always operate safe schools with an environment conducive to learning.
- Site-based decisions must always be consistent with the strategic plan of the district.
- We will not tolerate disrespectful behavior that demeans the dignity and self-worth of any individual or group.
- We will practice fiscal responsibility by balancing budgeted revenue with budgeted expenditures for operations.
- No new program or service will be accepted unless it is consistent with the strategic plan, benefits clearly justify the costs, and provisions are made for staff development, program evaluation, and adequate funding.
- No program or service will be retained unless it continues to make an optimal contribution to achieve the mission and benefits continue to justify the cost.
The Coppell Independent School District believes that parents are partners with teachers and other staff in the education of their children. Parent involvement and empowerment is essential at all levels throughout a child’s school experience. It is the intent of CISD to inform parents of their student’s academic and social emotional strengths and areas of needed growth. Parents are given the opportunity to learn about their child’s curriculum, academic achievement standards, assessments, District policies/procedures and how to monitor their child’s progress.

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

Collective Expectations for CISD Staff:

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

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

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

Advanced Degrees (pertains to eligible contract employees only)
In order to receive compensation for an advanced degree, the advanced degree must be obtained from an accredited college or university.
- Employees must provide a transcript of the degree awarded, to the Human Resources Department, before compensation is given.
- Compensation for transcript submitted after the first payroll submission for the employee’s contract year will be effective the following contract year.
- A contract employee’s pay cannot be increased after the contract year has begun unless there has been a change in job duties.

Attendance Incentive
Policy DEC (Local)
Full-Time Employment
An annual attendance incentive of $500 shall be paid to eligible employees who use neither state personal nor state/local sick days. This includes portions of a day. If an employee uses 2 days or less, he/she will be eligible for $200. Employees who take Family and Medical Leave are not eligible for the attendance incentive. Payment for this benefit shall be contingent upon the appropriate funding for this purpose in the annual district budget. The district reserves the right to suspend or curtail this benefit on an annual basis. Employees that work less than 20 hours per week are not eligible for the attendance incentive. Eligible employees include those on the teacher pay scale, Pay Grade 101 & 102. Employees on the Clerical-Paraprofessional pay scale, Auxiliary pay scale and Technology pay scale, Pay Grade 401, 402 & 403.

Part-Time Employment
An annual attendance incentive of $250 shall be paid to eligible employees who do not use their state personal nor state/local sick days. This includes portions of a day. If an employee uses 2 days or less, he/she will be eligible for $100. A part-time employee is anyone that is not 100% employed. Employees who take Family and Medical Leave are not eligible for the attendance incentive. Payment for this benefit shall be contingent upon the appropriate funding for this purpose in the annual district budget. The district reserves the right to suspend or curtail this benefit on an annual basis. Employees that work less than 20 hours per week are not eligible for the attendance incentive.

Cafeteria Plan Benefits (Section 125)
Employees may be eligible to participate in the Cafeteria Plan (Section 125). This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e. medical premiums, cancer and dread disease, dental, medical and dependent flexible spending accounts). A third-party administrator handles employee claims made on flexible spending accounts. Eligibility and payment guidelines are outlined in DEC Local. New employees must accept or reject this benefit during their first 30 days of employment.

Children of CISD Employees
A district employee may request a student transfer for his or her child to attend the school in which he or she works, or, to a district campus that is geographically close to the work assignment (space permitting). However, if the work assignment changes, the student must remain in the assigned school through the end of the school year. Children of employees are expected to uphold the attendance, behavioral and academic standards outlined within the transfer guidelines. Transfers may be revoked in accordance with these guidelines not being met, or if the employee separates from employment with the district. A child who is serving a suspension or expulsion from the sending campus, however, shall not be eligible for a transfer. It is the responsibility of the employee to provide transportation for their child, students on transfers are not eligible for district transportation. The employee must arrange for before and/or after-school care, since the child shall not be permitted to wait at the workstation or in the employee’s classroom during this time.
Direct Deposit
Direct deposit is available for all regular full-time, part-time, and substitute employees. Employees should contact the Payroll Manager at x6012 for information on direct deposit. Although the process of depositing employee pay directly into his or her specified bank account is usually error free, occasionally direct deposits are rejected for various reasons. Employees are strongly encouraged to verify with their bank, savings association or credit union that their pay has, in fact, been deposited into their account prior to generating payments out of their account. The district is not responsible for overdraw situations which may result from any problem related to an employee’s direct payroll deposit. The district will attempt to notify employees as soon as it becomes aware of a problem situation. Direct Deposit is highly recommended and the only other available option is a manual check.

It is the responsibility of the employee to notify the payroll department immediately if their bank account is closed. The district cannot issue a check until funds are received back in to our bank account (the period normally takes up to two weeks).

Free Athletic Passes
Passes shall be provided to all district employees to be admitted free to home athletic events.

Health and Supplementary Benefit Insurance

Policy CRD
Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. At their own expense, employees can enroll in voluntary supplemental insurance coverage for life, dental, disability, cancer, critical care, heart/stroke, medical bridge, accident and long-term care coverage. Premiums for these coverages are paid by payroll deduction. Employees should contact Johnna Durham in the Benefits Office at 214-496-6028 or visit Employment Benefits Center for more information. The district’s contribution to employee insurance premiums is determined annually by the Board of Trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week, including substitutes

TRS retirees are not eligible to participate in TRS ActiveCare. The insurance plan year for Health and Supplemental Benefit Insurance is from September 1 through August 31. Current employees can make changes to their insurance coverage during open enrollment each summer. Detailed descriptions of insurance coverage, cost, and eligibility requirements are provided to all employees via the Benefits Web Site at http://www.ffbenefits.com/coppellisd/. Employees should contact the Benefits Office at 214-496-6028 for more information.

Overtime Compensation

Policy DEA
The district compensates overtime for non-exempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or non-exempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only non-exempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Non-exempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

The Fair Labor Standards Act (FLSA) sets parameters which define CISD secretaries and other paraprofessionals as non-exempt employees for payroll purposes. FLSA requires non-exempt employees to
maintain adequate time records, which substantiate the number of hours, worked each week and the amount of compensation received. Compensation is in the form of compensatory (comp) time received. Budget dollars shall not be used to pay for accumulated comp time hours, except in calculation of final payment to a terminating employee. CISD strives to comply with the intent of FLSA.

All non-exempt employees are required to clock in and out upon arriving to work, leaving and returning for lunch, personal appointments and departing from work. If an employee misses a clock-in or clock-out, they will need to inform their campus timekeeper so the time can be edited accordingly. The automated timesheet should be submitted weekly by the non-exempt employee to their supervisor (this is the employee’s electronic signature agreeing to the information that is detailed on the timesheet). Non-exempt employees should review their electronic timesheets for accuracy in GHG daily and at a minimum weekly before the timesheet is submitted. In the event an absence or time off is recorded incorrectly; the employee will need to request in writing to their supervisor the changes needed and it will need to be corrected by the supervisor within 10 working days (from the date of the incorrect absence). If the absence is not corrected within that timeframe it will not be adjusted at a later date. Please review timesheets accordingly and timely to avoid any inaccuracies of personal time off.

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

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

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

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

Supervisors should never change an employee’s time without the employee’s knowledge. Additionally, any time an employee’s time is changed the timekeeper/supervisor should always include a comment as to why the timesheet was changed. If a supervisor approves a timesheet before the employee submits, comp time will not accumulate correctly. Employees should always submit first.

Employers cannot request that employees work hours which for which they are not paid or receive comp time. Furthermore, employers cannot permit employees to work hours for which they are not compensated even at the employee’s request. In other words, at no time can an employee be requested or allowed to work “off the clock”. The overtime pay requirements of cash or comp time cannot be waived by voluntary agreement between the employer and the employee, and an employee cannot “donate” overtime or agree to reduce rates of cash or comp time. All excess hours above the standard work hours per week must be approved, in advance, by an employee’s supervisor or an assistant superintendent.
Paraprofessional employees are expected to work 40 hours per week for which they will be paid. This time is exclusive of lunch periods and formal breaks. Hourly rates are calculated by dividing the employee’s daily rate by 8 hours per day. This is the normal daily number of hours to be shown on the time sheet. When the comp time balance approaches 20 hours, arrangements should be made to schedule use of the comp time hours. Budget dollars shall not be used to pay for accumulated comp time, except in calculation of final payment to a terminating employee. A maximum of 40 comp time hours can be accumulated. Once the 40 hours maximum is reached, principals and directors must immediately send the employee home so that the comp time can be used. Exceptions to this regulation must be approved by the Superintendent or his designee in advance.

Available comp time hours should always be used before taking any non-duty or personal days off. Comp time should also be used before personal days are used. For 226 and 230-day employees, prior year comp time balances and unused scheduled days off should be used by August 31. For example, available time from the 2019-2020 school year should be taken by August 31, 2020. Substitute employees shall not be used to fill in for an employee out on comp time without prior approval from the Superintendent or his designee in advance.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee’s regular work schedule. Non-exempt employees that are paid on a salary basis are paid for 40-hour workweek, based on their schedule.

For the purpose of calculating overtime, a workweek begins at 12:00 a.m. Saturday and ends at 11:59 p.m. Friday. Employees will be compensated for overtime with compensatory time off (comp time) time-and-a-half rate. Budget dollars shall not be used to pay for accumulated comp time hours, except in calculation of final payment to a terminating employee. The following applies to all non-exempt employees:

❖ Use of comp time may be at the employee’s request with supervisor approval as workload permits, or at the supervisor’s direction.
❖ Comp time should be used in the duty year that it is earned.
❖ Any comp time balance should be used by August 31, 2020

Special events for which school district employees volunteer to work (e.g., serving as ticket-takers at football games) can be paid at the rate established by the district, and the hours do not have to be added to the hours worked in the regular job for the purpose of determining overtime entitlements. Payment for these hours will be made using the Request for Special Pay form approved by the appropriate supervisor (e.g., athletic director for special events).
Request for Special Pay forms must be submitted to the payroll office by the due dates listed below. Any forms received after the listed due date will be paid the following monthly pay period.

### 2019-2020 Monthly Payroll Schedule

<table>
<thead>
<tr>
<th>Payroll Due Dates</th>
<th>Scheduled Pay Dates</th>
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<tbody>
<tr>
<td>Tuesday, September 10, 2019</td>
<td>Wednesday, September 25, 2019</td>
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<tr>
<td>Thursday, October 10, 2019</td>
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<tr>
<td>Friday, November 8, 2019</td>
<td>Wednesday, November 20, 2019</td>
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<tr>
<td>Monday, December 9, 2019</td>
<td>Wednesday, December 18, 2019</td>
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<tr>
<td>Friday, January 10, 2020</td>
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<tr>
<td>Monday, February 10, 2020</td>
<td>Tuesday, February 25, 2020</td>
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<tr>
<td>Friday, March 6, 2020</td>
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<tr>
<td>Thursday, April 9, 2020</td>
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<tr>
<td>Friday, May 8, 2020</td>
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<tr>
<td>Wednesday, June 10, 2020</td>
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<tr>
<td>Friday, July 10, 2020</td>
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<tr>
<td>Monday, August 10, 2020</td>
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### 2019-2020 Substitute Payroll Schedule

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<th>Scheduled Pay Dates</th>
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2019-2020 Substitute Pay Schedule

<table>
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<tr>
<td>June 11, 2020</td>
<td>July 10, 2020</td>
<td>July 24, 2020</td>
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</tbody>
</table>

Pay Rates

Subs with valid TEXAS certificate:
- Full Day $95.00
- Half Day $47.50

Subs with a Bachelor’s Degree:
- Full Day $85.00
- Half Day $42.50

Subs without a Bachelor’s Degree:
- Full Day $80.00
- Half Day $40.00

Certified Nurse
- Full Day $125.00
- Half Day $62.50
2019-2020 Bi-Weekly Payroll Schedule

GHG Timesheets must be approved and any Request for Special Pay forms must be submitted to the payroll office by the due dates listed below. Any forms received after the listed due date will be paid the following pay period.

<table>
<thead>
<tr>
<th>Payroll Due Dates/Times</th>
<th>Pay Period</th>
<th>Scheduled Pay Dates</th>
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<td>Tuesday, September 10, 2019</td>
<td>08/24/19 to 09/06/19</td>
<td>Friday, September 20, 2019</td>
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<td>Tuesday, September 24, 2019</td>
<td>09/07/19 to 09/20/19</td>
<td>Friday, October 4, 2019</td>
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<td>Tuesday, October 8, 2019</td>
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<td>Tuesday, October 22, 2019</td>
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<td>Tuesday, November 5, 2019</td>
<td>10/19/19 to 11/01/19</td>
<td>Friday, November 15, 2019</td>
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<tr>
<td>Tuesday, November 19, 2019</td>
<td>11/02/19 to 11/15/19</td>
<td>Friday, November 29, 2019</td>
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<tr>
<td>Tuesday, December 3, 2019</td>
<td>11/16/19 to 11/29/19</td>
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<td><strong>Monday, December 16, 2019</strong></td>
<td>11/30/19 to 12/13/19</td>
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<td><strong>Monday, January 6, 2020</strong></td>
<td>12/14/19 to 12/27/19</td>
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<td>Tuesday, January 14, 2020</td>
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<tr>
<td>Tuesday, January 28, 2020</td>
<td>01/11/20 to 01/24/20</td>
<td>Friday, February 7, 2020</td>
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<tr>
<td>Tuesday, February 11, 2020</td>
<td>01/25/20 to 02/07/20</td>
<td>Friday, February 21, 2020</td>
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<tr>
<td>Tuesday, February 25, 2020</td>
<td>02/08/20 to 02/21/20</td>
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<td><strong>Monday, March 16, 2020</strong></td>
<td>02/22/20 to 03/06/20</td>
<td>Friday, March 20, 2020</td>
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<tr>
<td>Tuesday, March 24, 2020</td>
<td>03/07/20 to 03/20/20</td>
<td>Friday, April 3, 2020</td>
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<tr>
<td>Tuesday, April 7, 2020</td>
<td>03/21/20 to 04/03/20</td>
<td>Friday, April 17, 2020</td>
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<tr>
<td>Tuesday, April 21, 2020</td>
<td>04/04/20 to 04/17/20</td>
<td>Friday, May 1, 2020</td>
</tr>
<tr>
<td>Tuesday, May 5, 2020</td>
<td>04/18/20 to 05/01/20</td>
<td>Friday, May 15, 2020</td>
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<tr>
<td>Tuesday, May 19, 2020</td>
<td>05/02/20 to 05/15/20</td>
<td>Friday, May 29, 2020</td>
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<tr>
<td>Tuesday, June 2, 2020</td>
<td>05/16/20 to 05/29/20</td>
<td>Friday, June 12, 2020</td>
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<tr>
<td>Tuesday, June 16, 2020</td>
<td>05/30/20 to 06/12/20</td>
<td>Friday, June 26, 2020</td>
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<td>Tuesday, June 30, 2020</td>
<td>06/13/20 to 06/26/20</td>
<td>Friday, July 10, 2020</td>
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<tr>
<td>Tuesday, July 14, 2020</td>
<td>06/27/20 to 07/10/20</td>
<td>Friday, July 24, 2020</td>
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<tr>
<td>Tuesday, July 28, 2020</td>
<td>07/11/20 to 07/24/20</td>
<td>Friday, August 7, 2020</td>
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<tr>
<td>Tuesday, August 11, 2020</td>
<td>07/25/20 to 08/07/20</td>
<td>Friday, August 21, 2020</td>
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</tbody>
</table>

* Timesheets need to be approved by 10:00 AM
Payroll Deductions

Policy CFEA
Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must be enrolled in the PST retirement annuity plan or have FICA tax withheld from their paychecks, as determined by the district.

Other payroll deductions employees may elect include deductions for the employee’s share of premiums for health, dental, life, and vision insurance, annuities, savings deposits, credit union deductions, deposits to the Texas Tomorrow Constitutional Trust Fund, and higher education savings plans. Employees may also request payroll deductions for payment of membership dues to certain professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Salaries, Wages and Stipends

Policies DEA, DEAA, DEAB
Employees are paid in accordance with administrative guidelines and an established pay structure. The district’s pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or non-exempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time for each overtime hour worked over their scheduled hours. Hours worked over 40 in a work week will be calculated at time and a half. (See Overtime Compensation).

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the board. 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 their salary according to the district’s extra-duty pay schedule. Non-exempt staff members are not eligible for stipends. Employees should contact the Department of Human Resources for more information about the district’s pay schedules or their own pay. See Policies DEA Legal and DEA Local at www.coppellisd.com.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are required to be members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and may purchase a year of creditable service. 7.7% of an employee’s monthly gross salary is sent to the Texas Retirement System of Texas (TRS) for deposit in the employee’s account. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending June 30, as well as an estimate of their retirement benefits. Employees who plan to retire under TRS should notify the payroll and benefits departments as soon as possible. Additional inquiries should be addressed to Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.texas.gov). See Employment After Retirement for information on restrictions of employment of retirees in Texas public schools.

Travel Expense Reimbursement

Policy DEE
Before any travel expenses are incurred by an employee, the employee’s supervisor and appropriate assistant superintendent or CFO must give approval by signing the completed travel form. For approved travel, employees shall be reimbursed in accordance with the AOG.
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 Department of Human Resources.

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. An employee receiving workers’ compensation benefits for a job-related illness or injury may choose to use sick leave or any other paid leave. Specific benefits are prescribed by law and depend on the circumstances of each case.

All work-related accidents or injuries must be reported immediately to the employee’s supervisor, the business office (Beverley Waite 214-496-6010) and the superintendent’s office. The employee’s supervisor must immediately report the incident to the business office. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See Worker’s Compensation Benefits for information on use of paid leave for such absences.

Workers’ Compensation Return to Work Program
Coppell ISD is committed to providing a safe and healthy workplace for our employees. Preventing on-the-job injuries and illnesses is a primary objective of our organization. However, if an employee is injured or becomes ill, the employee will get immediate medical attention, and will utilize the CISD Return to Work Program to create opportunities for the employee to return to safe, productive work as soon as medically possible.

The ultimate goal is to return injured or sick employees to their original jobs. If a sick or injured employee is unable to perform all the tasks of the original job, we will make every effort to provide temporary modified work that meets the employee’s medical restrictions. If an employee declines an offer of modified duty, workers’ compensation temporary income benefits to the employee may be discontinued.

Communications and Employee Relations

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

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

All Open Records requests go through the Communications Department. Open Records Request
Teacher Website Requirements
A CISD teacher’s website must be a campus template with the following minimum requirements: Name, Subject/Class taught, Professional headshot approved by the district (no family photos), Phone, Email, Class schedule, and Tutoring schedule. **External websites cannot be linked directly to a teacher’s website.**

*For questions or more information, contact your campus web liaison.*

Employee Recognition and Appreciation
Throughout the year, Coppell ISD recognizes employees who make an extra effort to contribute to the success of the district. The CISD staff enjoys many accomplishments during the year and the Board of Trustees purposefully acknowledges those staff members, who achieve at the highest level, at the opening of each monthly board meeting. Employees are also recognized in the district’s e-newsletter, printed newsletter, through special events, during recognition and appreciation activities on each campus, and by the CISD Education Foundation. (Click link for more Ed. Found. Info. [www.coppellisdef.com](http://www.coppellisdef.com))

Additionally, the district’s internal employee recognition program “GEM” (Great Educators Matter) seeks to recognize outstanding employees who serve the mission of the district in a manner that exceeds job/salary expectations…those who go “above and beyond the call of duty.” In the fall and spring semesters, as many as 30 CISD employees may be recognized before the Board of Trustees and their names are added to the “Wall of Honor” in the Vonita White Administration Building. Nominations can be submitted to the campus liaison and are reviewed by each school’s award committee for district-level consideration. A district GEM Committee then selects the honorees for that semester. To nominate a co-worker visit [http://eduphoria.coppellisd.com/forms/](http://eduphoria.coppellisd.com/forms/).

The district recognizes the excellence in teaching that exists in every Coppell school through participation in the “Teacher of the Year” program. Aligned with the state and national level programs, “Teacher of the Year” honors outstanding educators in numerous public venues including Board meetings, parades, the New Employee Breakfast, a Chamber of Commerce luncheon, and the CISD Day at the Ballpark.

The Super Teacher award recognizes campus educators as designers of engaging and innovative learning experiences that ignite the interests of learners. We want to recognize and celebrate teachers whose learning environments, learning designs, curriculum implementation and assessments model the CISD Learning Framework and transform teaching and learning. Nominations for the SuperTeacher award may be submitted from educators, administrators or curriculum directors. SuperTeachers are recognized three times a year. Any classroom teacher or instructional support person may be nominated for the award if they work directly with learners. Nominations may be for individual or team design, and teachers may win once per year in each category. Nominations may be submitted at any time. The nomination process renews each school year. SuperTeachers will be honored with a special lunch hosted by the superintendent, recognized at their campus, and featured on the district and campus websites. For more information or to nominate a “Super” teacher, visit [www.coppellisd.com/Page/400](http://www.coppellisd.com/Page/400)

Complaints and Grievances

**Complaints and Grievances**

*Policy DGBA*

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.
The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring concerns or complaints to the board of trustees. A copy of the form is available at [www.coppellisd.com](http://www.coppellisd.com) and/or may be obtained from the Human Resources Department at the Voina White Administration Building.

**Employee Conduct and Welfare**

**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 school. A copy of the district’s management plan is kept in the maintenance department the CISD Service Center and is available for inspection during normal business hours.

**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.

Participation should not interfere with the employee’s performance of assigned duties and responsibilities nor should any pressure be placed on students, parents, or other staff members.

**Bloodborne Pathogens Exposure Control Plan**  
*Policy DBB*  
The CISD Bloodborne Exposure Control Plan was adopted to meet the requirements based on the Texas Department of State Health Services. For a complete copy of the CISD Bloodborne Exposure Plan, please contact your campus nurse, administrator, or department head.

Individual departments and campuses will be responsible for ensuring that the provisions of the District’s exposure control plan and the mandates of the Texas Department of State Health Services (TDSHS) Bloodborne pathogen standard are carried out.

Refer to the CISD Bloodborne Exposure Control Plan for information on the following:
- Exposure determination of staff positions with potential occupational exposure risk to blood and other potentially infectious materials
- Engineering and Work Practice Controls, including, but not limited to Standard Precautions, handwashing, regulated and contaminated waste disposal, personal protective equipment (PPE), and the handling of needles/sharps
- Process to be followed when an employee has been exposed to blood or other potentially infectious materials

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

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

**Business Code of Conduct**

The Business Department has prepared the following Coppell ISD Business Code of Conduct Statement as required by the district’s External Auditing Firm and is modeled from the AICPA “CPA’s Handbook of Fraud and Commercial Crime Prevention,” *An Organizational Code of Conduct.*

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

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

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

**General Employee Conduct**

Coppell ISD expects its employees to conduct themselves in a businesslike manner. Employees shall reflect professional behavior in person, by phone, in writing, and through social media. Drinking, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job or at school sponsored events. Employees must uphold the Educator Code of Ethics with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and safeguard academic freedom.

Employees must not engage in any type of harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.

**Outside Activities, Employment, and Directorships**

Policy DBD (LOCAL)
An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District. An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay. Further, an employee shall not use his or her position with the District to attempt to sell products or services. Employees are prohibited from engaging in outside employment on school grounds, during the work day, unless otherwise approved by his or her immediate supervisor.

All employees share a serious responsibility for Coppell ISD's good public relations, especially at the community level. Willingness to help with charitable, and civic activities brings credit to Coppell ISD and is
encouraged. Employees must, however, avoid acquiring any business interest or participating in any other activity outside Coppell ISD that would, or would appear to:

- Create an excessive demand upon their time and attention, thus depriving Coppell ISD of their best efforts on the job.
- Create a conflict of interest - an obligation, interest, or distraction - that may interfere with the independent exercise of judgment in Coppell ISD's best interest.

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

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

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

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

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

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

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

- False expense, attendance, production, financial, or similar reports and statements
- False advertising, deceptive marketing practices, or other misleading representations
Dealing With Outside People and Districts

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

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

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

Prompt Communications

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

Privacy and Confidentiality

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

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

Charitable Contributions

Policy DG

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

Computers – Responsible Use for Technology Resources

Policies CQ, DH, CY

The Coppell Independent School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence within Coppell ISD by facilitating resource sharing, innovation and communication with the
support and supervision of parents, teachers and support staff. The use of these technology resources is a privilege, not a right.

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

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

Examples of negligence or misuse of school owned devices that would result in an employee being financially responsible are:
- Mobile devices not being physically secure at the end of the school day (left out on counter, teacher desk, podium, etc.) which results in damage from an unknown source
- Water damage from spilled drink in close proximity to devices
- Mobile devices not equipped with a proper case.

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

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

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

**Responsible Use**

The district’s Responsible Use for Technology Resources Policy is to prevent unauthorized access and other unlawful or improper activities by users online, prevent unauthorized disclosure or access to sensitive or confidential information, ensure appropriate use of its technology resources, and to comply with the Child’s Internet Protection Act. As used in this policy, “user” includes anyone using the district’s technology resources, including computers, Internet, e-mail, chat rooms, wireless network, and other forms of direct electronic communications or equipment provided by the district. Only current students, employees, officers, volunteers, substitutes and authorized visitors of the district are permitted to use the district’s technology resources and network.

Students who are under 18 must have their parent(s) or guardian(s) authorize student use of the district’s technology resources and acknowledge compliance with this policy. Students who are 18 or older, as well as employees and other users, must acknowledge their compliance with this policy, either electronically online or by signing and returning a copy of the acknowledgement form provided below. The absence of a signed acknowledgment does not excuse compliance with this policy. All users must follow this policy and report any misuses of the district’s technology resources to a teacher, supervisor, administrator, or appropriate
district personnel. By using the district’s technology resources, users are held to have agreed to comply with this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult district personnel in advance of any questionable use.

Violation of computer use policies, rules, or agreements may result in the user’s access being suspended or having access completely revoked for a time period determined by district administration, as well as additional disciplinary or corrective action.

The use of any technology resource (including, but not limited to, desktop computers, mobile devices, personal/CISD devices, network-delivered services, the Internet, audio-visual equipment, digital content and social media) must support the educational goals of Coppell Independent School District. Use must be authorized by a CISD staff member and must lie within the bounds of CISD curriculum and educational purpose.

**CISD computers, personal/CISD devices, the Internet, and all other technology resources should not be used for personal, commercial or financial gain or to otherwise conduct business that is unauthorized.**

When placing, removing, or restricting access to specific databases, the Internet and/or any other technology resource, school officials shall apply the same criteria for educational suitability used to evaluate all other educational resources. Please refer to EFA Local (Instructional Resources: Instructional Materials Selection and Adoption) located in the Coppell ISD School Board Policy Manual (http://pol.tasb.org/Home/Index/373).

Individual(s) involved in any of the following will be subject to disciplinary or corrective action in accordance with applicable district policy, handbooks, rules and regulations:

a. Possessing, accessing, transmitting, copying, or creating material that violates the Student Code of Conduct, district policy, student or employee handbooks, or district rules and regulations, including but not limited to content that is inappropriate, illegal, copyrighted, pornographic or obscene, stolen, threatening, discriminatory, harassing, or offensive
b. Attempts to bypass or disable the district’s Internet filter, security systems or software
c. Attempts to access, alter, interfere with, damage, or change network configuration, security, passwords, or individual accounts of another without written permission from the CISD Technology Department
d. Any unauthorized attempts to circumvent passwords or obtain access to passwords or other security-related information
e. Disclosing any other user’s password to others or allowing another individual to use another’s system account
f. Attempts to upload, create, or transmit computer viruses
g. Attempts to access or install unlicensed, inappropriate, or unapproved software or technology
h. Attempts to alter, destroy, hack, or disable district computer equipment, personal/CISD devices, district data, the data of others, or other networks connected to the district’s system, including while off school property
i. Plagiarism or use of district technology resources to engage in academic dishonesty
j. Use of district technology resources to create, send or post electronic messages or communications that are abusive, profane, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal
k. Unauthorized use of any district technology resource or personal/CISD device for non-educational purposes or outside the bounds of CISD curriculum
l. Use of e-mail, the Internet, or social media resources at school to encourage illegal behavior, engage in conduct that violates the Student Code of Conduct, or threaten school safety
m. Use of district technology resources, including e-mail, the Internet or social media resources to threaten, harass, bully, retaliate, discriminate against, or otherwise engage in illegal or prohibited conduct against other students, employees, or volunteers
n. Use of personal e-mail, the Internet, or social media resources, without regard to whether it occurs on school property, to engage in conduct that involves a public school and contains the elements of the offense of terroristic threat or false alarm, or otherwise causes a substantial disruption to the educational environment
o. Possessing or infringing upon the intellectual property, copyrighted or trademarked rights of another
p. Possessing, accessing or transmitting any material which is considered inappropriate or is in violation of any federal or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets

These are examples of inappropriate conduct that would violate this policy. The district reserves the right to take immediate disciplinary or corrective action against a user that engages in conduct that: (i) creates security or safety issues for the district, students, employees, schools, networks, or technology resources, or (ii) is determined to be inappropriate or inconsistent with district policy or law.

Social Media Guidelines
Overview
The Coppell Independent School District recognizes that part of 21st century learning includes the ability to adapt to the changing methods of communication of which technology plays an even-increasing role. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. To this end, CISD has developed the following guidelines to provide direction for employees, students and the school district community when participating in social media activities. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline teachers if their speech, including online postings, disrupts school operations.

The Coppell Independent School District social media guidelines were developed so employees may participate in online social media activities as a relevant 21st century method of communication. Before you decide to use social media, you must know the Responsible Use for Technology Resources Guidelines for Coppell ISD. Remember, that when you use social media in the name of the Coppell Independent School District, you forfeit your individuality and become a representative of the school district, transcending any personal beliefs and ideologies.

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 social media as they are for any other public conduct. If an employee’s use of electronic media 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.

*If you have questions about the use of social media, make sure to contact the Department of Communications.*

These guidelines may change as new technologies and social networking tools emerge. It is your responsibility to review them periodically to make sure you have the most current information.
These social media guidelines apply to all social media network sites (e.g., Facebook, Twitter, LinkedIn, Instagram, Snapchat, etc), as well as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, etc.

Guidelines:
❖ Personal Responsibility – Coppell Independent School District employees are personally responsible for all comments/information they publish online. Be mindful that what you publish is permanent—protect your privacy.
❖ Be Professional – Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face, and be in accordance with the highest professional Standards.
❖ Check for Disclaimers/Disclosures – Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parent consent.
❖ Be transparent – Your honesty—or dishonesty—will be quickly noticed in the social media environment. Do not misrepresent yourself by using someone else’s identity or misrepresenting your identity. Be honest about who you are, where you work and what you do.
❖ Communication with Students:
  o It is inappropriate to use any social media site to communicate with a student.
  o Inappropriate communication with a student is discussing a matter that does not pertain to school-related activities (this is out of your professional scope). Appropriate discussions would include the student’s homework, class activity, school sport or club, or other school sponsored activity.
  o Text messages with students are to be sent simultaneously to multiple recipients, not to just one student.
❖ CISD employees may not use social media or a personal email to send a “private” message to one student or one parent. All interactions with students and parents should be public. Use official district email, campus phones or approved technology texting apps for one-on-one communication.
❖ CISD employees may not text a student unless a parent has given them written permission to do so (form is on page 81-82). Contact cannot occur between the hours of 11:00 pm and 5:00 am. Any text to the student must include the parent. The employee should also send a copy of the text to their CISD email.
❖ CISD employees should refrain from using Snapchat to communicate with students and are prohibited from following and commenting on students Snapchat accounts.
❖ Employees can post to social media accounts photos and posts of school-related or district-related activities and of their students ONLY if parents or guardians have given permission for their child’s picture or student work to be posted online.
❖ As role models for 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 media as they are for any other public conduct.
❖ Before you post or share content, ask yourself if you would want to see that in the newspaper or evening news. If the answer is no, then the content is best not shared.
❖ Remember, anything you post on social media (even a personal page) is subject to the open records act if it is work-related.
❖ The employee shall limit use of personal electronic communication devices to send or receive personal calls, text messages, pictures, and videos and post personal posts to social media 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.
❖ 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 Policy DH (EXHIBIT)]
- Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

ELECTRONIC MAIL:

- All users of any electronic mail either provided by the district or transmitted through the district’s technology resources are required to comply with this Responsible Use Policy.
- System users are asked to purge email or outdated files on a regular basis.
- Employees and volunteers should ensure that any official school records that are maintained in an electronic medium that are subject to state or federal retention requirements are either retained in hard copy or archived prior to being deleted or purged.
- Never assume electronic mail is private. Messages relating to or in support of illegal activities must be reported to the authorities and the district will comply with state and federal laws, as well as court orders or subpoenas that will require disclosure.
- Be brief and professional: Few people will bother to read a long message or one that is not narrowly tailored to the underlying purpose of the communication. Electronic communications by district employees, volunteers and staff should be consistent with the district’s professional standards of conduct.
- Include your signature (name, position, affiliation, and Internet address) at the bottom of e-mail messages. Send only to individuals and/or groups you know.

DISRUPTIONS: Do not use the network in any way that would disrupt use of the network by others.

OWNERSHIP: Any data or communication placed on district equipment will become the property of CISD. Intellectual property created solely for the purpose of satisfying a course requirement and/or contributing to their student learning is owned by the creator.

VANDALISM: Any attempt to alter or destroy data of another user will be subject to disciplinary or corrective action in accordance with district policy.

ACCOUNTABILITY:

Users are responsible for the proper use of their system accounts, passwords and district-issued technology resources. Users must control unauthorized use of their accounts, passwords and district-issued technology resources. Users should not provide their password to any person, unless authorized or directed by the district. If you permit someone else access to your account, password, or district-issued technology resources, you may be held responsible for any improper, illegal or destructive activity done by that person. Do not give others access to district technology resources unless they are authorized and authenticated to do so. Users may not extend access to district technology resources to others without permission from the district. If you believe that your account, password or district-issued technology resource may have been stolen, hacked, or compromised, you must immediately report it to the district’s Technology Department.
Internet Safety

The Coppell Independent School District makes the Internet accessible in accordance with our mission to provide information resources and services to ensure that all users have free and open access to ideas and information. In this role, the district provides access to information resources available on the Internet. The district has no control over the information obtained through the Internet and cannot be held responsible for its content or accuracy. It may contain materials which some find offensive or inappropriate. All staff, students and other users access the Internet at their own discretion. In order to educate and support all stakeholders in navigating the internet in a responsible and productive manner, CISD has created a Digital Citizenship curriculum.

In accordance with the federal Children's Internet Protection Act (CIPA), (Pub. L. 106-554), all desktop computers, laptops and personal/CISD wireless devices, that utilize the CISD network, will be filtered by a centralized filtering appliance. This filtering appliance is set to screen out sites which may reasonably be construed as obscene, as that term is defined in section 1460 of title 18, United States Code; or child pornography, as that term is defined in section 2256 of title 18, United States Code; or harmful to minors as defined in section 1703, Pub. L. 106-544. The district has the ability to monitor the online activities of students and staff through direct observation and/or technological means to ensure that students and staff are following the guidelines and policies set forth by the district.

District Board Policy also prohibits harassment, bullying, retaliation, discrimination, and other conduct that creates a hostile working or educational environment for an individual. This prohibition extends to the use of the district’s technology resources. If you ever feel that you are being harassed, bullied, retaliated or discriminated against, or otherwise being subjected to illegal or inappropriate conduct through the district’s technology resources, you should immediately report it to the district.

As with any other technology resource, restriction of a child's use of the Internet is ultimately the responsibility of the parent/legal guardian, within the confines of the law.

The district assumes no responsibility for damages, direct, or indirect, for the use of the Internet. This includes, but is not limited to, damage to district or personally owned equipment caused by virus-laden material downloaded from any Internet site. Users are encouraged to purchase and use a virus detection program on their personal devices.

Users should be aware that the Internet is not a secure medium. It is possible for third parties to obtain information regarding an individual user's search activities. Users should be very cautious about providing personal information over the Internet.

Definitions:

Social Media: the interactive use of online resources including, but not limited to, Facebook, YouTube, Twitter, Snap Chat, Google Apps, LinkedIn, chat rooms, blogs, etc.

Children’s Internet Protection Act (CIPA): The Children’s Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA.

Personal Devices: the use of any technology related device that is not owned by Coppell ISD.
Digital Content: products available in digital form. It typically refers to music, information and images that are available for download or distribution on electronic media.

Hacking: to re-configure or re-program a system to function in ways not facilitated by the owner, administrator, or designer.

Copyrighted: The legal right granted to an author, composer, playwright, publisher, or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work.

Computer Virus: a computer program that can copy itself and infect a computer. It is also being used as a catch-all phrase to include all types of malware, adware, and spyware programs that do not have the reproductive ability. Malware includes computer viruses, worms, trojans, most rootkits, spyware, dishonest adware, crimeware, and other malicious and unwanted software, including true viruses. Viruses are sometimes confused with computer worms and Trojan horses, which are technically different. A worm can exploit security vulnerabilities to spread itself automatically to other computers through networks, while a Trojan is a program that appears harmless but hides malicious functions. Worms and Trojans, like viruses, may harm a computer system’s data or performance. Some viruses and other malware have symptoms noticeable to the computer user, but many are surreptitious and go unnoticed

Technology Resources: Any and all mass storage media, online display devices, computers, computer printouts, and all computer-related activities involving any device capable of receiving e-mail, browsing Web sites, receiving, storing, managing or transmitting data including but not limited to mainframes, servers, personal computers, notebook computers, laptops, hand-held computers, personal digital assistant (PDA), pagers, distributed processing systems, telecommunication devices, network environments, telephones, fax machines and printers. Technology resources also includes the procedures, equipment, facilities, software and data that is designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display and transmit information.

Parental Restriction on use of Technology Resources
Parents who have objections to the Internet or other network-delivered services may assume responsibility for imposing restrictions only on their child(ren). Any parent wishing to restrict his/her child’s access to such services must provide the school with this restriction in writing. For details, see the CISD Board policy governing the selection and adoption of instructional materials.

Conflict of interest
Policy CB, DBD
Employees are required to disclose to their supervisor and to the Purchasing Department for documentation purposes any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

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

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

**Curriculum Management Plan**

CISD has a Curriculum Management Plan (CMP) used to guide educators in lesson design. It is an expectation that educators follow the Scope and Sequence and Stages 1 and 2 of the UbD unit plans. Educators may use their creativity and additional resources for lesson design and delivery in Stage 3. [Curriculum Management Plan](#)

**Dress and Grooming**

*Policy DH*

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

**Drug-and Alcohol-Abuse Prevention, Drug Abatement and School Requirements**

*Policies DH, DI*

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

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

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

An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee’s use shall not be considered to have violated this policy.

**Drug Abatement.** In order to maintain a drug-free environment, and to comply with federal and state requirements, the district will provide information to employees in the following areas:

- The dangers of drug use and abuse in the workplace
- The district’s policy of maintaining a drug-free environment
- Drug counseling, rehabilitation, and employee assistance programs that are available in the community (if any)
- The penalties that may be imposed on employees for violation of drug use and abuse prohibitions

**Drug-Free Schools Requirement.** The district prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the district’s activities.
Employees who violate this prohibition shall be subject to disciplinary sanctions such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the district, and referral to appropriate law enforcement officials for prosecution. Information available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided each employee at the beginning of each year or upon employment. Policies DH (Local), DI Local, and DI (Exhibit) are available in the Appendix of this Handbook.

Employee Arrests and Convictions

Policy DH
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 SBEC rules

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

Fraud and Financial Impropriety

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

❖ Forging or unauthorized alteration of any document or account belonging to the district
❖ Forging 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

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● Impropiety in the handling of money or reporting of district financial transactions
● Profiteering as a result of insider knowledge of district information or activities
● Unauthorized disclosure of confidential or proprietary information to outside parties
● Unauthorized disclosure of investment activities engaged in or contemplated by the district
● Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
● Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
● Failing to provide financial records required by state or local entities
● Failure to disclose conflicts of interest as required by policy
● Any other dishonest act regarding the finances of the district

Gifts and Favors
Policy DBD
Employee 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.

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

Employees who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal or supervisor. If the campus principal, supervisor, or district official is the subject of a complaint, the employee shall report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the Board. Please refer the district’s Policies at www.coppellisd.com.

Harassment of Students
Policies DH, DHB, FFG, FFH
Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student by an employee or adult will be reported to the student’s parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting Suspected Child Abuse and Bullying in the district’s Policies at www.coppellisd.com.

Hazard Communication Act
● In compliance with the Hazard Communication Act, the district shall:
● Post the notice by the Texas Board of Health in each building
● Provide an education and training program for employees using or handling hazardous
chemicals
- Maintain a record of each training session (participants, instructors, topics covered, etc.)
- for five years
- Compile and maintain a readily available list with required information for each hazardous chemical in excess of 55 gallons or 500 pounds
- Update the list and maintain at least 30 years
- Label new or existing stocks of hazardous chemicals with the identity of each chemical and the appropriate hazard warning
- Maintain current material safety data sheets (MSDS) for hazardous chemicals readily accessible for employees
- Provide employees with appropriate personal protective equipment
- Employees with questions or concerns relating to safety programs and issues can contact their immediate supervisors.

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

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

Management Safety Statement for CISD
In fulfilling its educational mission, the Coppell Independent School District has a commitment to the employees and students of the district to provide a safe and healthful workplace; free of recognized hazards to the greatest degree possible.

Since injuries and property loss through accidents are often preventable, the district has provided for the establishment of a safety and health program, which is adapted to fundamental safety concepts.

The administration’s goal is the prevention of accidents, whether they involve employee injuries, traffic incidents, property damage, or student injury. Administrators provide the incentive and full support for all safety procedures, training, and hazard elimination practices. Administrators will stay fully informed on all health and safety items thought out the district in order to constantly review the effectiveness of the current safety and health programs.

Supervisory personnel are directly responsible for the instruction of all employees under their jurisdiction in regard to proper procedures and safe methods to be utilized in performing work duties, for taking immediate corrective measures to eliminate hazardous conditions, and for implementing practices for the prevention of all accidents.

Each employee, regardless of his or her position within the district shall cooperate in every respect with the District’s safety and loss control program. Some of the major points of the district’s program are as follows:
Employees must follow recognized safe work practices as a condition of employment within the district. Failure to follow this stated policy will be cause for disciplinary action. Personal protective equipment, where required, will be worn by all employees and students. There will be no exception to this requirement. Hazardous conditions and other safety concerns must be reported to the responsible supervisor immediately.

Each district employee has the responsibility for his or her own safety, as well as the safety of fellow employees. Employees must become familiar with the potential hazards of their jobs and do what is necessary to ensure their safety. By this means, our district can achieve the safe working conditions deserved by all its employees. Employees should close and lock classroom doors while instructing students and they shall secure classroom and office doors when they are not in use to ensure safety.

The Coppell ISD Safety and Loss Control officer has the authority and responsibility for the implementation of the district-wide safety and loss control program.

**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 an area of common access by employees. Pest control information sheets are available from campus principals or facility managers upon request.

**Possession of Firearms and Weapons**
*Policies FNCG, GKA*
Employees, visitors, and students, including those with a license to carry a concealed 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 unless authorized by the Board in accordance with policy. 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 supervisors or call one of the superintendents immediately.

**Privacy Policy and Procedures**
Coppell Independent School District places a high value on the privacy of its employees and the expectation that information regarding employees remains confidential and is made available only to persons who have a legitimate business need and right to know. CISD recognizes that all employees have an ethical and legal obligation to keep certain information about other employees confidential and to protect and safeguard this information against tampering and unauthorized use or disclosure.

This privacy policy concerns protected health information (PHI). PHI, as defined by federal law, means any individually identifiable health information of an employee, including but not limited to medical records.

PHI is not confined to written materials, facsimiles, or hard copy but also includes information derived from any source, including but not limited to e-mail, computer data, data stored on electronic media, disks, or personal digital assistants (PDA), verbal communications or recordings, and visual observation.
The Assistant Superintendent for Business and Support Services serves as the CISD Privacy Officer. He will determine which CISD employees have authorized access to PHI. *The following section outlines the basic procedures necessary to comply with this policy.*

**Disclosure of Information**
- A CISD authorized employee may access, discuss, use, and disclose PHI of a specific employee only for CISD business as it relates to that employee’s specific job functions and/or responsibilities.
- Authorized CISD employees may disclose PHI only to those who have a legitimate, CISD related business need to know or who have prior written authorization. PHI about an employee may be shared only for purposes of claims payment or healthcare operations.
- PHI must never be the subject of casual conversation either inside or outside of the workplace. PHI must not be discussed in lobbies, stairwells, elevators, restrooms, hallways, or any other public area where conversation could be easily overheard by visitors and employees who do not have a need to know. Only “minimally necessary” PHI may be disclosed, “minimally necessary” means only that amount of PHI necessary to accomplish the intended purpose of the use or disclosure.

**Access to Information**
- PHI may be accessed only if related to specific job functions and responsibilities.
- Casual reading of PHI is not permitted.
- Employees with legitimate access to PHI are to protect this information from casual or unauthorized access.

**Security of PHI**
- Authorized employees may remove PHI from the facility only as it relates to specific job functions and/or responsibilities. It is the responsibility of each authorized employee to protect and safeguard all such information.
- Copies of PHI are to be securely filed or destroyed after use by shredding.

**Breach of Confidentiality**
- Any employee who believes he/she has observed a breach of confidentiality is encouraged to address the person directly. If this is not an option, the Chief Privacy Officer should be notified.
- Employees found to be in violation of this policy may be subject to disciplinary action, up to and including termination and/or legal action. PHI is protected by federal and state laws and regulations that define civil and criminal penalties for violations of confidentiality.
- CISD will periodically conduct audits to ensure compliance with this policy.

**Safeguarding PHI**
- In order to maintain confidentiality, any item containing PHI and ready for destruction must be discarded according to the standards identified on the following page:

<table>
<thead>
<tr>
<th>Item</th>
<th>Examples</th>
<th>Where/How Discarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper</td>
<td>Medical records, applications, census files, or any other paper-based document containing PHI</td>
<td>Original hardcopies should be placed in a sealed box for shredding. Electronic copies stored on the CISD server will be password protected.</td>
</tr>
<tr>
<td>Electronic</td>
<td>Disks, e-mails, files, etc.</td>
<td>Disks should be destroyed or reformatted. E-mails and electronic files should be purged from the system after use.</td>
</tr>
</tbody>
</table>

- Employees must not leave any PHI on fax machines, printers, or copiers.
- Employees are to clear their workspace of PHI at the end of the workday.
Employees must exercise caution and discretion when leaving voicemail messages containing PHI.

Employees must exercise caution and discretion when e-mailing PHI.

Employees must secure all hardcopy mail containing PHI.

Racial Discrimination

Policy DH

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

Reporting Suspected Child Abuse

Policies DG, DH, DHB, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or an appropriate state agency (e.g. state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

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

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

Reports to Child Protective Services can be made to the Texas Abuse Hotline at 1-800-252-5400. State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

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

An employee’s failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee’s failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the 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 administration 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.coppehlisd.com. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

**Employees are required to follow the procedures described above in Reporting Suspected Child Abuse.**

**Safety**

*Policy CK series*

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

- Observe all safety rules and expectations of the district and campus
- Wear your employee ID in a visible location on your upper body
- Keep classroom doors closed and locked during instruction to create a safety barrier
- Lock classroom and office doors when not in use
- 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

Employees with questions or concerns relating to safety programs and issues can contact the Assistant Superintendent for Business and Support Services.

**Sexual Harassment**

*Policies FFG and FFH*

See the Harassment section of this Handbook.

**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. In addition to upholding the standards of conduct within the Texas Educator’s Code of Ethics, employees are expected to observe the following standards of conduct:

- Foster a welcoming and responsive environment
- Respond to emails and calls within a timely manner
- Maintain professionalism through all communication modes with parents, students and colleagues
- Collaborate with an open mind and focus on the student(s)
- Assume positive intent
❖ Value diversity and the need for equity in each school
❖ Promote parent and community involvement
❖ Recognize and respect the rights and property 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 as early as possible (preferably in advance) in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, and tardiness may be cause for disciplinary action
❖ Know and comply with department and district procedures and policies
❖ Express concerns, complaints, or criticism through appropriate channels
❖ Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately
❖ Shall not transport students in their personal vehicles
❖ Use district time, funds, and property for authorized district business and activities only

All district employees should perform their duties in accordance with state and federal law, district policy, and ethical standards. Violations of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC no later than the seventh day after the superintendent first learns of the incident.

The Educators’ Code of Ethics, adopted by the State Board for Educator Certification (SBEC) became effective on August 22, 2002. All district employees must adhere to The Educators’ Code of Ethics. A copy may be found in Board Policy DH in the Policies at www.coppellisd.com.

Tobacco Products and E-Cigarette Use

**Policy 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.

**Violations**

*Policy DH*

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as district employees. Violation may result in disciplinary action including termination.

Visitors in the Workplace

**Policy GKC**

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

**Employment**

**Applications**

*Policy DC*

All applicants shall complete the on-line application process from the CISD web-site, [www.coppellisd.com](http://www.coppellisd.com). Information in applications for contractual positions shall be verified before a contract is offered. Information for non-contractual positions will also be verified.

**Contract and Noncontract Employment**

*Policies DC series*

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

**Probationary Contracts.** Nurses and full-time, professional employees new to the district and employed in positions requiring SBEC certification must receive probationary contracts during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one year contracts. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term contract should be given.

**Term Contracts.** Full-time professionals employed in positions requiring certification and nurses will be employed by term or continuing contracts after they have successfully completed the probationary period. Campus principals and central office administrators are employed under 1 or 2-year term contracts. The terms and conditions of employment are detailed in the contract and employment policies. Employees may access and print a copy of their contract through our online records system. 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 nonrenewal or termination under the Texas Education Code.

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

**Certifications and Licenses**  
*Policies DBA, DF*

Professional employees whose positions require SBEC certification or professional license are responsible for taking action 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 Executive Director of Human Resources in a timely manner.

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

**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 Involvement**  
*Policies BQA, BQB*

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

**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 Web Site ([www.trs.state.tx.us](http://www.trs.state.tx.us)).

**Equal Employment Opportunity**  
*Policy DAA, DIA*

The Coppell Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability, military status, 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.

Employees with questions or concerns about discrimination based on sex, including sexual harassment
should contact the district’s Title IX Coordinator, Jennifer Villines, 200 S. Denton Tap Road, Coppell, Texas, at 214-496-6068. Employees with questions or concerns about discrimination on the basis of a disability should contact Debbie Gauntt, Director of Intervention Services and ADA/Section 504 Coordinator, 268 Southwestern Boulevard, Coppell, TX 75019, (214) 496-6955.

The coordinators shall be responsible for investigation of complaints on behalf of employees and citizens. For complaint procedures, see the district’s policy book sections DGBA and GF available in each principal’s office or on the district’s web site at www.coppellisd.com.

(See Policy DAA (LEGAL) and FB (LOCAL)

See Complaints and Grievances.

First Aid, CPR, and AED Certification

Policies DBA, DMA

Employees serving in the following job positions, per TEA/UIL requirements, must submit to the District proof of current certification in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED):

❖ school nurses, school nurse assistants/clinic aides, athletic coaches, athletic trainers, PE teachers, cheerleading sponsors and other head directors of UIL extra-curricular activities, marching band directors, drill team directors, and students serving as athletic trainers

In addition, staff members serving on the Medical Response Team (MAT) must be certified in CPR/AED.

CISD also recommends CPR/AED certification for employees in the following job positions:

❖ campus administrators, special education staff, extra-curricular activity teachers/staff supervising students before or after school, staff supervising students off campus

Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Clinic personnel must certify through a health provider course. Employees must submit proof of certification to their campus administrator.
Job Title: Classroom Teacher  Status: Exempt

Reports to: Campus principal  Pay Grade: Teacher/Librarians/Nurses

Dept./School: Campus  Days Per Year: 187

Primary Purpose

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

Qualifications:

Education/Certification:

Bachelor’s degree from accredited university

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

Special Knowledge/Skills:

Knowledge of the subjects assigned

Knowledge of curriculum and instruction

Ability to instruct students and manage their behavior

Multifaceted communicator with strong organizational and interpersonal skills

Growth mind set

Self-starter

Understands the use of data

Experience:

Completion of student teaching or approved internship

Major Responsibilities and Duties:

Instructional Strategies

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

**Student Growth and Development**

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

**Classroom Management and Organization**

22. Create learning spaces that are conducive to learning and appropriate for the physical, social, and emotional development of students.
23. Manage student behavior in accordance with the Student Code of Conduct and the student handbook.
24. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
25. Assist in selection of books, equipment, and other instructional materials.

**Communication**

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

**Personal Qualities**

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

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

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

Supervisory Responsibilities:
Supervise assigned teacher assistant(s).

Working Conditions:
Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Frequent standing, stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.

Job Vacancy Announcements
Policy DC
Announcements of job vacancies by position and location are posted on a regular basis administration building, on the district’s website.

Notification to Parents Regarding Qualifications
Policies DK, DBA
In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child’s teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who is not highly qualified.

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

Objective Criteria Used for Making Personnel Decisions
Policy DAB
The following objective criteria regarding the hiring, dismissal, reassignment, promotion, and demotion of personnel may be considered:
❖ Academic or technical preparation supported by transcripts
❖ Proper certification
Outside Employment and Tutoring

*Policy DBD*

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

**APPRAISAL CALENDAR 2019-2020**

**Purpose:** To formalize what highly effective teachers do, to develop habits of self-assessment, reflection, and adjustment and to build a collaborative, supportive culture.

The appraisal calendar shall exclude formal observations by the appraiser until August 28, 2019 and formal observations may not occur after March 20, 2020, the day before and the day after a school holiday, days scheduled for end-of-semester and end-of-year tests, and days scheduled for state-mandated assessments, or other standardized tests.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14, 2019</td>
<td>First day of instruction</td>
</tr>
<tr>
<td>August 14 – September 27, 2019</td>
<td>Window for Goal Setting/Professional Development Plan Conferences w/Appraiser (required for educators in his/her first year of T-TESS or new to the District)</td>
</tr>
<tr>
<td>August 28, 2019</td>
<td>First day for formal observations begins, or two weeks after the day of completion of the T-TESS orientation</td>
</tr>
<tr>
<td>August 28, 2019 – March 20, 2020</td>
<td>Window for Formal Observations. At least 45 minutes in length and one per school year required. Pre-conference is required for educators new to the campus. Post-conference required for all educators within 10 business days of the formal observation.</td>
</tr>
<tr>
<td>September 2, 2019</td>
<td>Holiday (No formal observations before or after a school holiday)</td>
</tr>
<tr>
<td>October 14, 2019</td>
<td>Holiday (No formal observations before or after a school holiday)</td>
</tr>
<tr>
<td>November 25-29, 2019</td>
<td>Holiday (No formal observations before or after a school holiday)</td>
</tr>
<tr>
<td>December 23, 2019 - January 3, 2020</td>
<td>Holiday (No formal observations before or after a school holiday)</td>
</tr>
<tr>
<td>January 20, 2020</td>
<td>Holiday (No formal observations before or after a school holiday)</td>
</tr>
<tr>
<td>March 9-13, 2020</td>
<td>Holiday (No formal observations before or after a school holiday)</td>
</tr>
<tr>
<td>March 20, 2020</td>
<td>Last day to conduct formal observations.</td>
</tr>
<tr>
<td>March 23 – April 24, 2020</td>
<td>Window for End of Year Conferences. Required for all educators 15 business days prior to the last day of instruction.</td>
</tr>
<tr>
<td>June 19, 2020</td>
<td>All summative evaluation reports entered into Eduphoria STRIVE and documentation spreadsheets sent to HR.</td>
</tr>
</tbody>
</table>

*Share documentation with teacher within 10 business days

* Staff hired during the 2019-2020 school year must be trained within 3 weeks of being hired

*For CISD Appraisal purposes, the last day of “instruction” is May 15, 2020
Coppell ISD T-TESS Second Appraisers for 2019-2020

<table>
<thead>
<tr>
<th>Angie Applegate</th>
<th>Chantel Kastrounis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cynthia Arterbery</td>
<td>Mary Kemper</td>
</tr>
<tr>
<td>Greg Axelson</td>
<td>Cody Koontz</td>
</tr>
<tr>
<td>Steffany Batik</td>
<td>Jennifer Martin</td>
</tr>
<tr>
<td>Patricia Cheatham</td>
<td>Maria McCoy</td>
</tr>
<tr>
<td>Anita de la Isia</td>
<td>Kristi Mikkelsen</td>
</tr>
<tr>
<td>Deana Dynis</td>
<td>Jeff Minn</td>
</tr>
<tr>
<td>Shannon Edwards</td>
<td>Kelly Mires</td>
</tr>
<tr>
<td>Stephanie Flores</td>
<td>Laurie O’Neill</td>
</tr>
<tr>
<td>Laura Flynn</td>
<td>Andra Penny</td>
</tr>
<tr>
<td>Debbie Gauntt</td>
<td>Laura Springer</td>
</tr>
<tr>
<td>Steve Glover</td>
<td>Kristen Streeter</td>
</tr>
<tr>
<td>Gema Hall</td>
<td>Lorie Squalls</td>
</tr>
<tr>
<td>Cooper Hilton</td>
<td>Jennifer Villines</td>
</tr>
<tr>
<td>Gema Hall</td>
<td>Evan Whitfield</td>
</tr>
<tr>
<td>Ron Marie Johnson</td>
<td></td>
</tr>
</tbody>
</table>

An educator may request a second appraisal by another appraiser at the following times:

1. After receiving a written observation summary with which the educator disagrees; and/or
2. After receiving a written summative annual appraisal report with which the educator disagrees.

The second appraisal must be requested within ten business days of receiving a written observation summary or a written summative annual appraisal report. At the discretion of the appraiser, the time period may be extended to 15 working days.

An educator may be given advance notice of the date or time of a second appraisal, but advance notice is not required.

The second appraiser shall appraise the educator in all domains. The second appraiser shall make observations and walk-throughs as necessary to evaluate all domains. Cumulative data may be used by the second appraiser to evaluate domains.

**Chapter 150 issued under the Texas Education Code §150.1006. Appraiser Qualifications.**

An appraiser other than the teacher’s supervisor must be approved by the school district Board of Trustees, hold a valid teaching certificate, and have at least three years of pre-kindergarten, elementary, or secondary teaching experience.
Second Appraisal Request Form

I, ____________________________, am requesting a second appraisal after receiving

(Print Name)

☐ a written observation summary
   and/or
☐ a written summative annual appraisal report

<table>
<thead>
<tr>
<th>Campus:</th>
<th>Room #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level:</td>
<td>Subject Area:</td>
</tr>
</tbody>
</table>

__________________________________________  ________________
Signature                                              Date

Complete the following:
  ✓ Attach a copy of your class schedule to form
  ✓ Submit form to administrator

To be completed by Human Resources Department

<table>
<thead>
<tr>
<th>Date request was received:</th>
<th>Assigned Appraiser:</th>
</tr>
</thead>
</table>

__________________________________________
Executive Director of Human Resources
Performance Evaluation
_Policies DN series_
Evaluation of an employee’s job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee’s assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda can also 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.

Professional Learning Framework
In Coppell ISD, we are about growing our people. We provide flexibility for meaningful learning opportunities.

Expectations
Professional Learning Expectation: All CISD instructional employees shall complete professional learning hours during the professional learning calendar year. The professional learning calendar year is defined as: first non-instructional day at the end of the school year through April 30th of the following school year.

EMPLOYEE SPECIFICATIONS

<table>
<thead>
<tr>
<th>CAMPUS EXEMPT EMPLOYEES</th>
<th>NON-EXEMPT EMPLOYEES</th>
</tr>
</thead>
</table>
| Employees on a 187-day and 197-day work schedule include, but are not limited to, classroom educators, instructional coaches, counselors, nurses, librarians, specialists/therapists, special education staff, and any other position deemed by the district to have direct responsibilities with learners. For Professional Learning, a minimum of 18 hours of learning/training recorded in Eduphoria! Workshop must be completed during non-contract hours during the professional learning calendar year. These hours are to be accrued, and recorded in Eduphoria, starting the first non-instructional day at the end of the school year through April 30th of the following school year. | District non-exempt employees on a 187-day and 197-day work schedule include, but are not limited to instructional paraprofessionals who are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor as documented in the district timekeeping system. (Instructional paraprofessional is defined as an individual working in the classroom/learning areas (library, etc.) who supports students directly. FYI: non-instructional paraprofessionals are defined as working in the office/administrative areas.) It is CISD’s expectation that instructional paraprofessionals complete a minimum of 8 hours of professional learning. The steps to follow are below:
- Supervisor pre-approves & monitors 8 hours of professional learning, recorded in Eduphoria! Workshop
- This 8 hours of professional learning must occur outside the contract day, and must be completed between the first non-instructional day at the end of the school year through the second Friday in January of the following calendar year
- Time is to be recorded (in/out) using the CISD timekeeping system

Separately, 16 hours of comp time must be recorded via clock in/out procedures between July 1 and the 3rd...
Friday in November for those whose employment agreement includes the exchange hours equal to two workdays. Taking personal days is not an option for 16 hours of comp time.

**SPECIAL EDUCATION INSTRUCTIONAL PARAPROFESSIONAL EXPECTATIONS**

Instructional paraprofessionals who work with special education learners are expected to complete a minimum of 16 hours of professional learning. The steps to follow are below:

- Supervisor pre-approves & monitors 16 hours of professional learning, recorded in Eduphoria! Workshop
- These 16 hours of professional learning must occur outside the contract day
- 8 hours of this professional learning requirement is to be completed by the 3rd Friday in November; the remaining 8 hours of professional learning is to be completed by the 2nd Friday in January
- Time is to be recorded (in/out) using the CISD timekeeping system

*Separately, 8 hours of comp time must be recorded via clock in/out procedures between July 1 and the 3rd Friday in November for those whose employment agreement includes the exchange hours equal to two workdays. Taking personal days is not an option for 8 hours of comp time.*

**Part-time Staff Requirements:**
All part-time staff working 20 hours or more per contract/agreement must complete the full professional learning requirement. Part-time staff working 19 hours or less per contract/agreement must complete professional learning based upon the number of working hours per contract/agreement (see below chart for requirement).

<table>
<thead>
<tr>
<th># of Working Hours Per Contract</th>
<th>Required hours of Professional Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>9 hours</td>
</tr>
<tr>
<td>17 - 18</td>
<td>8 hours</td>
</tr>
<tr>
<td>15 - 16</td>
<td>7 hours</td>
</tr>
<tr>
<td>13 - 14</td>
<td>6 hours</td>
</tr>
</tbody>
</table>
Definitions:

Flex Days:
Employment contracts/agreements for all eligible employees shall include hours equivalent to three workdays to be designated as “flex days.” The purpose of the flex hours is for employees to meet the expectation for professional learning by attending workshops, conferences, seminars, and courses. Compliance trainings are not considered professional learning and therefore, are not eligible for flex credit.

Extenuating Circumstances:
A Hardship Waiver Request form must be completed, with supporting documentation, and submitted to the Coordinator of Professional Learning for consideration to waive the annual professional learning requirement due to extenuating circumstances or hardship. Final approval of this request will be the Superintendent of CISD. Request this form from the Coordinator of Professional Learning.

Hardship Waiver Request Form 2017

Professional Learning Calendar Year:
The professional learning calendar year shall begin on the day following the end of the current contract school year and shall end on April 30th of the subsequent school year. Annual professional learning and flex requirements may be prorated based on an employee’s start date.

Sanctions for Noncompliance:

Professional Learning:
Staff choosing not to meet the professional learning expectation shall be documented through the performance appraisal system, T-TESS.

Compliance Trainings:
Staff choosing not to meet the requirements of compliance trainings as mandated by the State and/or CISD shall be documented through the performance appraisal system used by CISD.

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

Pay Reduction for Non-completion of Flex Hours Requirement (exempt employees - instructional staff):

<table>
<thead>
<tr>
<th>Flex Hours Completed</th>
<th>Pay Reduction at Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 6 hours</td>
<td>3 days’ pay</td>
</tr>
<tr>
<td>Between 6.1 and 11.5 hours</td>
<td>2 days’ pay</td>
</tr>
</tbody>
</table>

Employees on special contracts should consult the Payroll Department to verify contract terms.
Between 11.6 hours and 17.9 hours | 1 day’s pay

Pay Reduction for Non-completion of Flex Hours Requirement (non-exempt employees - instructional paraprofessionals):

<table>
<thead>
<tr>
<th>Flex Hours Completed</th>
<th>Pay Reduction at Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 4 hours</td>
<td>1/2 day’s pay</td>
</tr>
<tr>
<td>Between 4.5 hours and 7.5 hours</td>
<td></td>
</tr>
</tbody>
</table>

**Procedures:**

**Campus administration is responsible for approving and reporting completion of flex hours to the Coordinator of Professional Learning for staff members.** The Coordinator of Professional Learning will use this documentation to report to the Business Office by the last working day in May. Staff members are expected to gain approval for flex hours prior to registering for and/or attending a session. Flex hours must relate to the current teaching assignment and area of content certification.

If an employee is receiving pay from any source for attending an activity/workshop, the activity/workshop is NOT eligible for flex hour credit. (It is, however, permissible for CISD to pay employee registration.)

Each employee is responsible for keeping this record of his/her flex hours and providing documentation according to procedures established by each campus principal.

If a course survey is required following the completion of a course, the survey must be completed within 10 calendar days following completion of the course. If the survey is not completed, credit for the course will not be granted.

**College/University Courses:**

Transcripts and a course description must be submitted to your supervisor before a new portfolio entry is requested in Eduphoria! Workshop. Up to 6 hours of Graduate coursework, per year, may be requested for flex credit. Final approval is up to campus administration.

**Out of District Courses and Conferences:**

To receive non-contract professional learning credit for out-of-district workshops and conferences, the staff member is to request credit through Eduphoria! and provide certificate of completion to supervisor. A certificate of attendance from the presenter and workshop/session details must be submitted to your supervisor before a new portfolio entry is requested in Eduphoria! Workshop.

For out-of-district workshops, proof of attendance must be provided to campus administration. Campus administration is expected to use the features with the Eduphoria! Workshop application to verify and approve employee flex hour requests.

**Required Compliance Training:**

Compliance training shall not apply towards professional learning hours, as well as flex hours. Examples
include, but are not limited to, bus driver training (CDL license) and Safe Schools trainings, such as sexual harassment, sexual misconduct, child abuse, FERPA, state assessment, etc. Additional compliance training may be required by the employee’s supervisor. List of CISD required compliance trainings is accessible through the below link. *(Note: State Compliance Trainings are not eligible for Flex Credit.)*

**STATE COMPLIANCE TRAININGS**

**Coaching and Sports Clinics:**
Coaching and sports clinics may account for a total of 9 hours towards the 18-hour minimum non-contract requirement for content teachers. Professional learning through attendance at workshops, conferences, seminars, and/or courses is the expectation for the remaining 9 flex hours.

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

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

[Book Study Proposal Form 2017](#)

**Monitoring Compensation Time:**
Compensation balances for non-exempt employees can be accessed from the time system on a weekly basis.

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

**Instructor Credit (During Non-contract):**
Workshops that educators conduct for other CISD educators during non-contract time shall count double toward the minimum 18-hour non-contract (flex) requirement. If educator is receiving payment for the workshop, then flex hours will not be granted.

**SBEC Credit:**
All professional learning, accrued during and/or after contract hours, is eligible for SBEC credit.

[Flex....it is...it is not](#) (Click here to view list)

**Reassignments and Transfers**

*Policy DK*

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

Employees with the required qualifications for a position may request a transfer to another campus or
Teachers requesting a transfer to another campus before the school year begins must submit their request to the Department of Human Resources. **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 Department of Human Resources and must be approved by the receiving supervisor.

**Searches, Alcohol and Drug Testing**

*Policy CQ, DHE*

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

**Employees required to have a Commercial Driver’s License:** Any employee who is required to have a commercial driver’s license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when 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 when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs returns to duty. All employees required to have a CDL that subject to alcohol and drug testing will receive a copy of the district’s policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Department of Human Resources.

**Tutoring**

The purpose of tutorials is for teachers to review current content and to assist students who seek help with homework or to attend a review for a test or quiz over current content. Re-teaching or remediation of prior content will be by appointment only requested by a teacher, parent or student. The teacher and student may agree on a day and time for re-teaching. Teachers may not tutor their own students for pay at any time and no teacher should tutor a student for pay on any campus. They may tutor other students for pay at another location other than any CISD school property. Any student may attend tutoring, not just students who are struggling. Teachers will conduct regular tutorials of students according to the guidelines established by the campus. A schedule of tutorial times will be available to students at all times via the website, a handout, or a schedule posted in the room. Teachers are not allowed to privately tutor their students for pay, except during the summer months. An employee shall disclose in writing to his or her immediate supervisor any private tutoring of district students for pay. Specific program tutoring is prohibited.

**Workload and work schedules**

*Policies DEA, DK, DL*

**Professional Employees.** Professional and administrative employees are exempt from overtime pay and are employed on a 10-month, 11-month, 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 and conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students one day a week when no other personnel are available.

**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.
Coppell ISD Work Schedules

2019-2020 School Year

Below are the work schedules for the 2019-2020 school year. These work schedules are based on the school calendar adopted by the School Board on January 22, 2019.

**CAMPUS**

<table>
<thead>
<tr>
<th>Days Worked</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>187 days</td>
<td>August 6, 2019 to May 22, 2020</td>
</tr>
<tr>
<td>- Paid September to August</td>
<td></td>
</tr>
<tr>
<td>- Must earn 3 flex days to be off Nov. 25, 26 and Jan. 20</td>
<td></td>
</tr>
<tr>
<td>197 days</td>
<td>July 29, 2019 to May 29, 2020</td>
</tr>
<tr>
<td>- Paid September to August</td>
<td></td>
</tr>
<tr>
<td>- Must earn 3 flex days to be off Nov. 25, 26 and Jan. 20</td>
<td></td>
</tr>
<tr>
<td>204 days</td>
<td>July 22, 2019 to June 5, 2020</td>
</tr>
<tr>
<td>- Paid August to July</td>
<td></td>
</tr>
<tr>
<td>211 days</td>
<td>July 18, 2019 to June 12, 2020</td>
</tr>
<tr>
<td>- Paid August to July</td>
<td></td>
</tr>
<tr>
<td>216 days</td>
<td>July 18, 2019 to June 19, 2020</td>
</tr>
<tr>
<td>- Paid August to July</td>
<td></td>
</tr>
<tr>
<td>226 days</td>
<td>July 1, 2019 to June 30, 2020</td>
</tr>
<tr>
<td>- Paid July to June</td>
<td></td>
</tr>
<tr>
<td>- 8 Non-Duty Days</td>
<td></td>
</tr>
</tbody>
</table>

**CENTRAL OFFICE**

<table>
<thead>
<tr>
<th>Days Worked</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>216 days</td>
<td>July 1, 2019 to June 30, 2020</td>
</tr>
<tr>
<td>- Paid July to June</td>
<td></td>
</tr>
<tr>
<td>- 18 Non-Duty Days</td>
<td></td>
</tr>
<tr>
<td>226 days</td>
<td>July 1, 2019 to June 30, 2020</td>
</tr>
<tr>
<td>- Paid July to June</td>
<td></td>
</tr>
<tr>
<td>- 8 Non-Duty Days</td>
<td></td>
</tr>
<tr>
<td>230 days</td>
<td>July 1, 2019 to June 30, 2020</td>
</tr>
<tr>
<td>- Paid July to June</td>
<td></td>
</tr>
<tr>
<td>- Plan work schedule with supervisor</td>
<td></td>
</tr>
<tr>
<td>261 days</td>
<td>September 2, 2019 to August 31, 2020</td>
</tr>
<tr>
<td>- Paid September to August</td>
<td></td>
</tr>
<tr>
<td>- Plan work schedule with supervisor</td>
<td></td>
</tr>
</tbody>
</table>

*In addition to the holidays reflected on the 187 day school calendar, the district offices will be closed on July 4-5 2019.*
General Procedures

Bad Weather Closings
1. If inclement winter weather, a severe storm or other weather-related emergency is forecast and has hit the area, the Superintendent will determine if school will be open for the day or if classes will be delayed by 6 a.m., at the latest, on the day of the event.

2. CISD’s existing communications method — an automated electronic notification system or e-blast — will broadcast a closing status message via text, automated phone call, email, and a push notification sent through the CISD Mobile App. All information will also be posted on the Homepage of the CISD website at www.coppellisd.com.

3. CISD also will notify the television/radio stations as indicated at www.coppellisd.com/weather. These stations will list or announce the closings at their own discretion.

4. Staff will be notified whether or not they are to report for work. Staff should refrain from making calls into the district so the lines remain open for emergency communication needs.

5. If a storm develops during the day, our primary means of warning of a severe storm or other weather-related emergencies will be by the Weather Alert Warning radio and the City of Coppell Fire Department’s Tone Alert System. If the radio goes off at any other time, it means that a severe situation is or has occurred in the immediate area and that the school should initiate tornado shelter procedures and tune to local radio and television for additional information. CISD will enact the district’s emergency notification system and Standard Response Protocol (SRP). If a public announcement message follows the attention tone, please follow the instructions exactly as given. The Superintendent or Principal/Administrator in charge will determine the action to be taken and inform personnel. Note: KRLD 1080 AM is the best source of weather alert warnings.

6. The decision to close Coppell schools or to change the start time of classes is made by the Superintendent. The Superintendent receives road condition reports from all parts of the district’s 25.5 square mile area.

A closing may occur when:
   - Bad weather conditions exist.
   - Hazardous driving conditions exist.
   - Extremely low temperatures occur which curtail gas consumption.

Building Use
_Policies DGA, GKD_
Employees who wish to use district facilities after school hours must follow established procedures. Amber Abney is responsible for scheduling the use of facilities after school hours. Contact Amber Abney to request to use school facilities and to obtain information on the fees charged.

Emergencies
_Policy CKC_
All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and 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 and how to use them.

**Name and Address Changes**

It is important that employment records be kept up to date. Forms to process a change in personal information can be obtained in TalentEd Records. Sign in and go to Blank forms and look for name/address change. Texas Certified Staff Members are required under Title 19 of the Texas Administrative Code by SBEC board rule to notify the State Board of Educator Certification within 45 calendar days of the effective date of any address change. If you are a certified educator and have a new address, please go to the TEA website [http://www.tea.state.tx.us](http://www.tea.state.tx.us) and click on the “State Board for Educator Certification” link to make the appropriate changes.

**Personnel Records**

*Policy DBA, GBA*

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

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

The choice to not allow public access to this information may be made at any time by submitting a written request to the Department of Human Resources. New or terminated employees have 14 days after hire or termination to submit a written request to withhold personal information. Otherwise, personal information will be released to the public.

**Purchasing Procedures**

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

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

**Leaves and Absences**

*Policy DEC, DECA, DECB*

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

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

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

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the district as they were when they were working. Otherwise, the district does not make benefit contributions for employees who are on unpaid leave. Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six month 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.

**Medical Certification.** Any employee who is absent more than 5 consecutive days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, and the reason for the illness. In the case of personal illness, the employee's ability to return to work will be determined by the health care provider who submitted the request for leave. A medical release will be required before the employee may return to duty.

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.

Employees are granted five state personal and five local sick days at the beginning of each work year. These days are earned at the rate of one-half workday for each 18 workdays of employment up to the maximum of five each annually. 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 and local leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee’s final paycheck shall be reduced for:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and
2. Local leave the employee used but had not earned as of the date of separation.

If an employee uses more local leave than he or she earned and remains employed with the district through his or her last duty day, the district shall deduct the cost of the excess leave days from the employee’s pay in accordance with administrative regulations.
Leave must be used in ½ day increments. However, if an employee is taking intermittent family medical leave, leave shall be recorded in one-hour increments. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local leave
- State sick leave
- State personal leave

*Policy DEC can be found in the Policy section at the District’s website at [www.coppellisd.com](http://www.coppellisd.com).*

**Assault Leave**

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

**Family and Medical Leave (FML)-General Provisions**

*Qualifying employees who are absent for more than five consecutive work days will automatically be put on FML. Part-time employees must also fill out the FML paperwork regardless of their qualifications.*

The Family and Medical Leave Act allows certain eligible employees the opportunity to take up to 12 weeks of unpaid leave in the event of a personal or family member’s serious health condition or because of the birth, adoption or foster placement of a child. An employee is eligible for FML if the employee has been employed by the district for at least 12 months and the employee has worked 1,250 hours in the 12 months immediately preceding the need for the leave. The FML period begins with the first absence from work. For the purposes of an employee’s entitlement to FML leave, the 12-month period shall be measured backward from the date an employee uses FMLA leave. See policy DEC(Local).

**Basic Leave Entitlement:** The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity, due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition or
- For a serious health condition that makes the employee unable to perform the employee’s job

A husband and wife who are both employed by the district are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child; or to care for a covered military service member. The total amount of leave a husband and wife may take is limited to twelve (12) weeks.

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

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

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

The district will continue to provide the same health coverage benefits to an employee on FML. Employees paying for a portion of their health care coverage must continue to pay the same amount while on leave. If the employee fails to return, the employee must reimburse the district for that portion of the health care premium during the months that he or she was on FML. This should be coordinated with the Benefits Manager.

Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

The employee who takes time away from work for FML has the opportunity to return to an equivalent position. Equivalent means one that is virtually identical to the former position in terms of pay, benefits, and working conditions including privileges, perks and status. Should an employee fail to return to work on or before the date the FML expires, the right to reinstatement to an equivalent position also expires.

Family and medical leave runs concurrently with accrued sick and personal leave, temporary disability leave, and absences due to a work-related illness or injury. The district will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

There are two types of Family and Medical Leave available – continuous leave (a request for a straight period of leave not to exceed 12 weeks) and intermittent leave (separate blocks of time varying in lengths of time – weeks to hours).

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

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

A serious health condition is defined as an illness, injury or physical or mental condition that includes any one of the following:

- In-patient care, subsequent treatment, and the time needed to recover
Continuing treatment by a health care provider involving incapacity of over three days and two or more treatments
- Incapacity because of pregnancy or prenatal care
- Incapacity because of a chronic health condition that requires periodic visits to a health care provider, continues over an extended period of time, and causes episodic periods of incapacity
- Permanent or long-term capacity because of a condition that cannot be treated effectively
- Any period of absence to receive multiple treatments for a condition that would result in an absence of more than three consecutive days if left untreated and
- Treatment for substance abuse

An employee is required to provide a medical certificate that includes basic information such as the date the serious health condition began, the probable duration of the condition, a statement that the employee is unable to perform the functions of the job, and the appropriate medical facts regarding the condition that are within the health care provider’s knowledge. If the employee is requesting to take FML to care for a family member, the medical certification must state that the employee is needed for such care.

Short 1-2 day breaks during the work-week (i.e., Easter or Thanksgiving) will not prevent that week from being counted as a week of FML. When the district is closed for an entire week (i.e., spring break or winter break), the week is not counted against the employee’s 12 weeks of available leave.

Employees may be required to provide the following:

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

The employee must submit a request to return-to-work at least 30 days prior to the anticipated return-to-work date. A physician’s statement confirming that the employee is able to perform his or her regular duties must be included.

Employees requiring family and medical leave should contact Kelly Mires, Executive Director of Human Resources at 214-496-6090, for details on eligibility, requirements, and limitations. A copy of the Long-Term Leave Application Form is available on the district website or from the Human Resources Department at the Vonita White Administration Building.

**Jury Duty**

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service to the campus administrator upon returning to work.

**Military Leave**

*Policy DECA*

**Paid leave for military service.** Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave for authorized training or duty orders. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.
A copy of the Long-Term Leave Application Form is available on the district website or from the Human Resources Department at the Vonita White Administration Building.

A CISD employee called to active duty may elect to receive pay for the following accumulated time:
- Unused accrued vacation time
- Available local sick days
- Available state sick days
- Available state personal days

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

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

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

Personal Leave
State law requires that all employees receive five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee’s usual assignment, whether full-time or part-time. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts and is generally transferable to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Non-discretionary. Leave taken for personal or family illness, emergency, or a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little or no advance planning. Nondiscretionary leave may be used in the same manner as state sick leave.

Discretionary. Leave taken at an employee’s discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request, through the Smartfind system, two weeks in advance of the anticipated absence for approval by his or her principal or supervisor. Discretionary personal leave will be granted on an individual basis, considering the nature and timeliness of the request. Additionally, it is the professional responsibility of the employee to input their approved absences in the SmartFind system. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by all approving parties.

Discretionary personal leave is subject to the following limitations:
For All District Employees:

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

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

When a discretionary personal leave request is not approved, the employee will be given the option to take time off without pay. In this instance, no time will be deducted from the employee’s personal leave balance. **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.
2019-2020 Key Dates
Discretionary Personal Leave

*Discretionary personal leave is subject to the following limitations for all employees. Any discretionary use of personal leave on these days shall result in a deduction from the employee’s paycheck commensurate with the amount of leave taken.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 6, 2019</td>
<td>Professional or Staff Development Day</td>
</tr>
<tr>
<td>August 7, 2019</td>
<td>Professional or Staff Development Day</td>
</tr>
<tr>
<td>August 8, 2019</td>
<td>Professional or Staff Development Day</td>
</tr>
<tr>
<td>August 9, 2019</td>
<td>Professional or Staff Development Day</td>
</tr>
<tr>
<td>August 12, 2019</td>
<td>Professional or Staff Development Day/Work day</td>
</tr>
<tr>
<td>August 13, 2019</td>
<td>Professional or Staff Development Day / Work day</td>
</tr>
<tr>
<td>August 14, 2019</td>
<td>First week of school</td>
</tr>
<tr>
<td>August 15, 2019</td>
<td>First week of school</td>
</tr>
<tr>
<td>August 16, 2019</td>
<td>First week of school</td>
</tr>
<tr>
<td>August 30, 2019</td>
<td>Day before a holiday</td>
</tr>
<tr>
<td>September 3, 2019</td>
<td>Day after a holiday</td>
</tr>
<tr>
<td>October 11, 2019</td>
<td>Professional or Staff Development Day</td>
</tr>
<tr>
<td>October 15, 2019</td>
<td>Day after a holiday</td>
</tr>
<tr>
<td>November 22, 2019</td>
<td>Day before a holiday</td>
</tr>
<tr>
<td>December 2, 2019</td>
<td>Day after a holiday</td>
</tr>
<tr>
<td>December 20, 2019</td>
<td>Day before a holiday</td>
</tr>
<tr>
<td>January 6, 2020</td>
<td>Day after a holiday</td>
</tr>
<tr>
<td>January 17, 2020</td>
<td>Day before a Flex Professional Development day</td>
</tr>
<tr>
<td>January 21, 2020</td>
<td>Day after a Flex Professional Development day</td>
</tr>
<tr>
<td>February 14, 2020</td>
<td>Professional or Staff Development Day</td>
</tr>
<tr>
<td>February 18, 2020</td>
<td>Day after a Holiday (Bad Weather Day) - Subject to change if February 17 becomes a scheduled work day</td>
</tr>
<tr>
<td>March 6, 2020</td>
<td>Day before a holiday</td>
</tr>
<tr>
<td>March 16, 2020</td>
<td>Day after a holiday</td>
</tr>
<tr>
<td>April 9, 2020</td>
<td>Day before a Holiday – (Bad Weather Day) - Subject to change if April 10 becomes a scheduled work day</td>
</tr>
<tr>
<td>April 13, 2020</td>
<td>Professional or Staff Development Day</td>
</tr>
<tr>
<td>May 18, 2020</td>
<td>Last week of school</td>
</tr>
<tr>
<td>May 19, 2020</td>
<td>Last week of school</td>
</tr>
<tr>
<td>May 20, 2020</td>
<td>Last week of school</td>
</tr>
<tr>
<td>May 21, 2020</td>
<td>Last week of school</td>
</tr>
<tr>
<td>May 22, 2020</td>
<td>Last week of school/Work day</td>
</tr>
</tbody>
</table>

Refer to the testing calendar for state mandated assessment dates. Principals will set semester exam days. When discretionary personal leave is not approved, the employee will be given the option to take the time off without pay. In this instance, no time will be deducted from the employee’s personal leave balance.
Religious Observances
The district shall try to accommodate an employee’s request to be absent from duty in order to participate in religious observances as long as it does not cause undue hardship to the district. If applicable local leave is unavailable, the absence will be without pay.

State Sick Leave
State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. Sick leave can be used only in half-day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or coordinated with workers’ compensation benefits. If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee’s next paycheck. State accumulated sick leave may not be used for personal days, sold back to the district, or contributed to the CISD Sick Bank Plan.

Sick leave may be used for the following reasons only:
- Employee illness
- Illness in the employee’s immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

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

Employees called to active military service may use available state and local sick leave and/or personal leave. Each employee should consider his or her own personal situation regarding sick leave needs when determining what type of leave to use for illness-related absences. Attendance at the work assignment is strongly encouraged.

Sick Leave Bank
The purpose of the Sick Leave Bank is to provide additional paid sick leave days to members of the bank in the event of a catastrophic or critical extended illness, surgery, or a disability due to a non-work related injury when the member is unable to perform the duties of his/ her position. Benefits are only for catastrophic personal illness or injury of the member, and are not for absences due to illness or injury of family members or others. Benefits for pre-existing conditions and pregnancy generally do not qualify (please refer to the Sick Leave Bank Guidelines).

The CISD Sick Leave Bank is defined as a bank of local sick leave days contributed voluntarily by eligible district personnel who enroll. Enrollment takes place within 30 days of your hire date or each year during the month of September.

Sick Leave Pool
The purpose of the Sick Leave Pool is to provide additional paid sick leave days to employees of the district in the event of a catastrophic or critical extended illness, surgery, event or a disability of the employee’s immediate family member. Immediate family members include spouse, child, step-child, parent, step-parent or other individuals who stand in loco parentis to the employee. Benefits are only for catastrophic or critical
extended illness, surgery, event or disability. There is no membership required when requesting donations from the Sick Leave Pool.

Temporary Disability Leave

Certified employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave – i.e., superintendent, principal, assistant principal, counselor, librarian, diagnostician, educator and instructional aide. Temporary Disability Leave is available for full-time educators for personal illness or disability including pregnancy. The purpose of Temporary Disability Leave is to provide a measure of job protection to full-time educators who cannot work for a continuous, extended period of time because of a mental or physical disability of a temporary nature. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability. Temporary Disability Leave may not be used because of a need to care for a family member. See Policy DEC Local.

Temporary Disability Leave begins with the first day of absence. The maximum duration is 180 calendar days. The superintendent or designee determines the length of an educator’s Temporary Disability Leave based on the medical need identified by the employee’s physician. Employees must request and receive approval for Temporary Disability Leave. A physician’s statement confirming the employee’s inability to work and an estimate of the probable date of return is required. If temporary disability is approved, the length of the leave is no longer than 180 days. The length of time granted may be less than the set maximum (i.e., 180 days). For example, a teacher’s medical certification for birth would typically limit the duration of her Temporary Disability Leave to six to eight weeks – the period her doctor designates as recovery time.

Employee must request approval for temporary disability.

Temporary Disability Leave is counted as CALENDAR, not work days. Other leaves (sick, personal and family medical leave [FML]) are counted as WORK days. Temporary Disability Leave is a continuous leave of absence and does not allow for intermittent leave or a reduced work schedule. Since it is counted as calendar days, weekends, holidays and other breaks (i.e., spring break, winter break, and summer break) are counted towards the total amount of Temporary Disability Leave days granted.

Temporary Disability Leave runs concurrently with all other leaves (FML, sick, personal, etc.). Temporary Disability Leave is unpaid leave. An employee on Temporary Disability Leave that has been designated only as Temporary Disability Leave may continue the group health care coverage by paying the premiums. The district will not contribute to the employee’s health insurance premiums unless FML or other types of paid leave are running concurrently. See Policy DRD Local.

Temporary Disability Leave provides an educator with a guarantee of return to work by the beginning of the next school year. It does not provide an individual with a guarantee that he or she will be returned to the same position held before Temporary Disability began.

The employee must submit a request to return-to-work to the Department of Human Resources at least 30 days prior to the anticipated return-to-work date. A physician’s statement confirming that the employee is able to perform his or her regular duties must be included with the submitted request. Reinstatement requirements at the end of Temporary Disability Leave include the following:

- The certified employee will be reinstated to the school he or she was previously assigned if an appropriate assignment is available.
- If an appropriate assignment 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 at another campus before the end of the school year, the employee must be reinstated to a comparable position at the original campus at the beginning of the next school year.
State law allows the district to place an educator on a leave of absence for temporary disability without the employee’s consent. This involuntary placement of Temporary Disability Leave occurs when an employee does not recognize his or her own need to take leave and continues to come to work despite an inability to perform his or her own duties.

Involuntary placement on Temporary Disability Leave is typically done by the superintendent or designee after consultation with a physician who has performed a medical examination (see Policy DBB Local). An employee placed on temporary disability leave involuntarily 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 to the board. A copy of the Long-Term Leave Application Form is available in the Human Resources Department or online via the Portal.

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 sick leave or any other paid leave for the first seven days. If the employee has no available paid leave they will be docked for those days.

Contact Beverley Waite at 214-496-6010 for additional information concerning Worker’s Compensation Benefits.

Student Issues

Administering Medication to Students
Policy FFAC
Only employees trained per district protocol and authorized by the superintendent or campus principal may administer medication to students. Exceptions may apply to the student’s self-administration of prescription medication for the management of asthma, anaphylaxis, and diabetes if administered in accordance to district policy and procedure. Contact the campus school nurse or principal for information on procedures that must be followed when administering medication to students.

Bullying
Policy FFI
All employees are required to report student complaints of bullying to the campus principal and Jennifer Villines (6068) at the central administration office. The district’s policy includes definitions and procedures for reporting and investigating bullying of students and may be found at www.coppellisd.com, Policy FFI Local.

Dietary Supplements
Policies DH, FFAC
State law prohibits district employees 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.
Equal Educational Opportunities

*Policies FB, FFH*

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

Questions or concerns about discrimination of students on the basis of race, color, religion, gender, national origin, or age should be directed to the district’s Title IX Coordinator, Jennifer Villines, 200 S. Denton Tap, Coppell, TX 75019 at 214-496-6090. Questions or concerns about discrimination of students on the basis of a disability should contact Stephanie Flores, Director of Intervention Services, Special Education at 268 Southwestern Blvd., Coppell, TX 75019 at 214-496-6955.

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, and 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.

Homeless Education Assistance

Jennifer Villines serves as the district’s liaison for students in homeless situations. In order to ensure students in homeless situations have the opportunity to succeed academically, the liaison is responsible for ensuring the identification, school enrollment, and attendance of students in homeless situations. Jennifer Villines may be contacted at 214-496-6068.

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 handling complaints on different issues. Any campus office or the superintendent’s office can provide parents and students with information of filing a complaint.

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

Psychotropic Drugs

*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 Attendance

Policy FEB

The State requires a student’s attendance to be logged during a specific window of time each day. Taking proper attendance helps ensure that your students are present and safely in your classroom during the accounting time. Teachers and staff should be familiar with the district’s policy and procedures for attendance accounting. These procedures require students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence within 3 days of their return to school. These requirements are addressed in campus training and in the Student Handbook. Contact the campus principal for additional information.

Student Conduct and Discipline

Policies in the FN series and FO series

Students are expected to follow the campus rules, classroom rules, and rules listed in the Student Code of Conduct and the Student Handbook. 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 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 right have been legally terminated and the school has been given a copy of the court order terminating parental rights
- 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 student with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Termination of Employment

Dismissal or Nonrenewal of Contract Employees

Policies DFAA, DFAB, DFBA, DFBB, DFD, DFF, DFFA, DFFB, DFFC

Employees on probationary or term contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be 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 nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the
employee’s certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF policies. The DF policies can be located online at www.coppellisd.com or reviewed at the Vonita White Administration Building.

**Dismissal of Non-Contractual Employees**

*Policy DCD*

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

**Exit Interviews and Procedures**

*Policies DC and CY*

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.

A *copy of the Coppell Independent School District’s Termination or Exit Report of School Employee, Employee Separation Questionnaire, and Authorization for Release of Employment Information forms are available in TalentEd Records.* Upon your resignation, you will be sent an email directing you to the forms and check list.

**Reports Concerning Court-Ordered Withholding**

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

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

**Reports to Texas Education Agency**

*Policy DF,DHB*

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

- Any form of sexual or physical abuse of a minor or any other unlawful contact with a student or a minor
- Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event
The superintendent is also required to notify TEA when a certified employee resigns and there is reasonable evidence that would support a recommendation to terminate employment because of the conduct listed above.

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

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

- Termination of employment no 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

**Resignations**

*Policy DFE*

**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 addressed to the superintendent and submitted to the Department of Human Resources. 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 (TEA).

The superintendent will notify the State Board for Educator Certification when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to Texas Education Agency.*

**Non-contract employees.** Non-contract employees may resign their position at any time. A written notice of resignation should be submitted to the Executive Director of Human Resources at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation, but are not required to do so.
2019-2020 Text Messaging - Coppell ISD Parental Consent Form

Coppell ISD understands there are some scenarios when students involved in extracurricular or other school-related activities or events may need to receive text messages from CISD teachers or other staff for the purpose of quick and timely communication. Therefore, permission is requested for the CISD staff member/s listed on this form to use text messaging as a communication tool for information that must be communicated to participating students quickly. **Communication with students through the use of text messaging is permitted only by staff members who have extracurricular school responsibilities and the students participating in the extracurricular activity in which the district employee is responsible.**

Name of CISD Teacher(s)/Staff Requesting to Text Student:_______________________________________

Extracurricular Activity or Event: ______________________________________________________________

Student Name:_____________________________________________________________________________

Parent/Guardian Name(s):___________________________________________________________________

___ I give permission for the above listed Coppell staff member/s to use text messaging to send quick communication regarding extracurricular or other school-related information to the following student and Parent/Guardian numbers. I understand and agree that Coppell ISD will not pay for any costs to students or Parents/Guardians associated with the sending or reception of messages to or from the district.

___ I have read the CISD Staff and Student Text Messaging Rules as outlined on page 2 of this form.

Student Cell Number/s:____________________________________________________________

Parent/Guardian Cell Number/s:_____________________________________________________________

___________________________________________________________________________________________

Parent/Guardian Signature Date:_______________________

___________________________________________________________________________________________

CISD Staff Signature Date:

___ I do not give permission for text messaging.

___________________________________________________________________________________________

Parent/Guardian Signature Date:

**PLEASE NOTE:** As would be the case with any texting, standard rates for texting would apply to any texts sent by district
employees and would be the responsibility of the students and families. If you or your student’s texting plans are limited in any way, consider carefully whether receiving additional texts is appropriate for your student.

**CISD Staff and Student Text Messaging Rules**

- Prior to the first communication in a school year, the parent must grant written permission, as outlined above, for each staff member the parent will allow to communicate via text message with his/her child.
- The CISD staff member texting a student must sign his or her name at the end of the message (i.e. Coach Smith, Mrs. Smith or Mr. Smith)
- A parent must agree that he/she can be copied on all text messages.
- These text messages will:
  - Be professional and appropriate;
  - Be limited to matter within the scope of the employee’s professional responsibilities;
  - Include the parent in all communication to the students except in the case of a health or safety emergency involving the student. *(Change in practice times or pick-up or drop-off times is not a health or safety emergency)*; and
  - Will not occur between the hours of 11:00 p.m. – 5 a.m., unless addressing a matter of immediate concern.
- All consent forms must be kept at the campus for future reference.
- Text messages and responses may be subject to the Texas Open Records laws and may be disclosed to the public upon request.
- These rules do not apply to the extent an employee has a social or family relationship with a student who is texted for a personal reason not associated with a school-related extracurricular or other activity.

The district’s “Responsible Use for Technology Resources” and “Social Media Guidelines” policies as outlined in the Coppell ISD Employee Handbook would apply to these text messages. This includes the following about texting with students:

“It is inappropriate to discuss with a student a matter that does not pertain to school related activities. Appropriate discussions would include the student’s homework, class activity, school sport or club, or other school sponsored activity. [Text message] communications with students are to be sent simultaneously to multiple recipients, not to just one student.”