
COMMITTED TO EXCELLENCE
DEDICATED TO CARING
POWERED BY LEARNING
PLANO ISD PROUD.



PLANO ISD VISION

Plano ISD

Employee Handbook

2024-2025



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Employee Handbook Receipt

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

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

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

I accept responsibility for contacting my supervisor or the Human Resources Department if I have questions or concerns or need further explanation.

Please complete the electronic acknowledgement of receipt through the My Documents section of your Employee Service Center.

Introduction

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

This handbook is neither a contract nor a substitute for the official District policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of District policies and procedures related to employment. These policies and procedures can change at any time. These changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office.

District policies can be accessed online at <https://pol.tasb.org/PolicyOnline?key=312>.

District Information

Description of the District

Plano ISD currently serves nearly 50,000 students with 72 campuses. The District covers 100 square miles, including the city of Plano and parts of nine neighboring cities.

For information on our schools and other District facilities, student enrollment, and the communities we serve, visit <https://www.pisd.edu/aboutus>

District Map

Information on District boundaries, attendance zones and school locator maps can be found at <https://www.pisd.edu/maps>.

Mission Statement, Goals, and Objectives

Policy AE

There is a legacy of excellence in Plano ISD, with high aspirations for all students—from pre-k, through graduation and beyond. To continue that legacy, Plano ISD began a year-long strategic planning process to set the course for the district's future. Drawing on the collective experiences and knowledge of a diverse and representative group of district stakeholders was an important part of the in-depth, self-examination process. The Plano ISD Board of Trustees adopted the 2023-2028 Strategic Plan on May 2, 2023.

Vision: Committed to Excellence
Dedicated to Caring
Powered by Learning
Plano ISD Proud.

Mission:

Our Plano ISD learning community will educate, inspire, and empower every student to activate their unique potential in a dynamic world.

Objectives:

Pillar 1: Learning and Teaching

All Plano ISD students will be challenged to make appropriate individual growth through high quality programming and instruction that is relevant, engaging and differentiated to meet students' learning needs.

Pillar 2: Life Ready

All Plano ISD students will have access to programs and experiences that will build a future-ready workforce and successfully bridge students to their chosen pathways.

Pillar 3: Talent Acquisition, Support and Growth

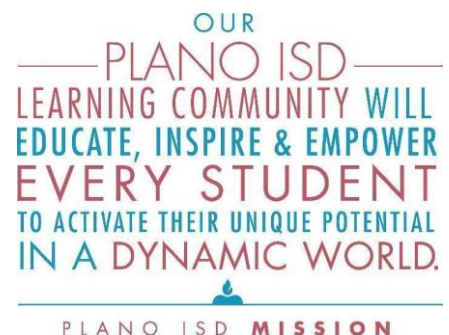
The care, development and support of our Plano ISD staff are the foundation of our ability to recruit, hire and retain the necessary talent to provide a caring, nurturing yet rigorous environment for all students.

Pillar 4: Culture of Community

All Plano ISD facilities will provide a safe and welcoming environment for students, staff and families to experience a sense of belonging.

Pillar 5: Strategic Resource Management

Plano ISD will maximize resources and community partnerships to achieve district goals that meet the needs of students and staff.



Plano ISD's complete Strategic Plan can be found at <https://www.pisd.edu/strategicplan>.

Board of Trustees

Policies BA and BE series

Texas law grants the board of trustees the power to govern and oversee the management of the District's schools. The board is the policy-making body within the District and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Seven Board members are elected to serve overlapping terms of four years each. Board members serve without compensation, must be qualified voters, and must reside in the District.

Nancy Humphrey, Board President	Place 3
Dr. Lauren Tyra, Vice President	Place 1
Jeri Chambers, Board Secretary	Place 6
Angela Powell, Board Member	Place 2
Tarrah Lantz, Board Member	Place 4
Michael Cook, Board Member	Place 5
Katherine Chan Goodwin, Board Member	Place 7

All trustees may be reached by voice mail, email and U.S. mail. Voice mail numbers and email addresses are listed with corresponding photos on the trustee profile page found here: www.pisd.edu/board.

The Plano ISD Board of Trustees participates in a variety of meetings. While these meetings are open to the public (with the exception of Closed Sessions), these are not meetings of the public. The purpose of the meetings is to conduct District business and provide the members of the Board an opportunity to discuss issues with each other and with staff.

Written notice of the date, hour, place and subject of all meetings are distributed at least 72 hours before the scheduled time of the meeting on a bulletin board at the front door of the Administration Building, via the District website, and to any news media that has requested it, as required by law.

Board Meeting Times and Location

All meetings are held in the First Floor Board Room (unless otherwise noted)

Plano ISD Administration Center
2700 W. 15th Street Plano, TX 75075

Regular Board Meetings – 6:00 pm (unless otherwise noted)

Work Session Meetings - 6:00 p.m. (unless otherwise noted)

Full Board Meeting Calendar can be found at <https://www.pisd.edu/boardmeetings>.

Administration

The District Leadership Team includes:

Dr. Theresa Williams – Superintendent

Dr. Selenda Freeman – Deputy Superintendent for Leadership and Operations

Johnny Hill – Deputy Superintendent for Business and Employee Services

Lisa Wilson – Deputy Superintendent for Teaching, Learning and Life Readiness

Dr. Courtney Gober – Assistant Superintendent for Student, Family and Community Services

Dr. Patrick Tanner – Assistant Superintendent for Technology Services

Ivan Cantu - Chief Strategy Officer

Steve Ewing - Chief of Business Services

Dr. Duana Kindle – Chief of Employee Services

Lesley Range-Stanton – Chief Communications Officer

Courtney Reeves - Chief Financial Officer

Danny Stockton - Chief of Staff

Laurie Taylor – Chief Learning Officer

Leadership Team profiles and contact information can be found [here](#).

School Calendar

From legislative requirements to how the school calendar affects Plano ISD families, much consideration is given to formulating the District's academic calendar, and this process begins months before the final calendar is approved by the Board of Trustees.

View District calendars here: www.pisd.edu/calendar

Staff calendars can be found using your district log-in [here](#).



2024-2025 ACADEMIC CALENDAR

JULY JULIO 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST AGOSTO 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER SEPTIEMBRE 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER OCTUBRE 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER NOVIEMBRE 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER DICIEMBRE 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

♦ Faith Acknowledgements

Important Dates

Jul 31..... New Teacher Professional Learning
 Aug 1-2 & 5..... New Teacher Professional Learning
 Aug 6-9 & 12..... Staff Days*
 Aug 13..... **First Day of School**
 Sep 2..... Labor Day Holiday
 Oct 14-16..... Student/Teacher Holiday
 Oct 17..... Staff Day/Student Holiday*
 Oct 18..... Campus PLC Day/Student Holiday
 Nov 5..... Staff Day/Student Holiday*
 Nov 25-26..... Professional Learning Trade Days
 Nov 25-29..... Thanksgiving Break
 Dec 20..... Student Early Release
 Dec 23-Jan 3..... Winter Break
 Jan 6..... Staff Day/Student Holiday*
 Jan 7..... **2nd Semester Begins**
 Jan 20..... MLK Day Holiday
 Feb 17..... Staff Day/Student Holiday*
 Feb 18..... Campus PLC Day/Student Holiday
 Mar 17-21..... Spring Break
 Mar 24..... Staff Day/Student Holiday*
 Apr 18..... Student/Teacher Holiday
 May 23..... Student Early Release/Last Day of School

*May include professional learning, parent conference or individual work time.

Key

- First and Last Days of School
- Staff Day/Student Holiday*
- Non-Academic Year Holiday
- Campus PLC Day/Student Holiday
- Student/Teacher Holiday
- New Teachers Only
- Student Early Release
- Professional Learning Trade Day
- Start | End of Grading Period

CALENDAR SUBJECT TO CHANGE

171 Instructional Days	
First Semester	Second Semester
Aug. 13 - Oct. 11 (43)	Jan. 7 - Mar. 14 (46)
Oct. 21 - Dec. 20 (39)	Mar. 25 - May 23 (43)

STAY INFORMED



@PlanoISD



@plano_schools



www.pisd.edu

JANUARY ENERO 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY FEBRERO 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	March 1

MARCH MARZO 2025						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL ABRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY MAYO 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE JUNIO 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

rev. 11.27.23

Helpful Contacts

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

Benefits: benefits@pisd.edu, 469-752-8138

Help Desk and Technology Services: helpdesk@pisd.edu, 469-752-8767

Human Resources: hr@pisd.edu, 469-752-8135

Payroll: payroll@pisd.edu

Safety and Security: 469-752-8057

General inquiries and Staff Directory: www.pisd.edu/letstalk, 469-752-8100

School Information and Directory

District Feeder Schools

Plano East Senior High

Elementary Schools: Dooley, Forman, Meadows

Middle School: Armstrong

High School: McMillen

Elementary Schools: Boggess, Hunt, Miller

Middle School: Murphy

High School: McMillen

Elementary Schools: Barron, Hickey, McCall, Memorial

Middle School: Bowman

High School: Williams

Elementary Schools: Mendenhall, Schell, Stinson

Middle School: Otto

High School: Williams

Plano Senior High School

Elementary Schools: Bethany, Carlisle, Mathews

Middle School: Schimelpfenig

High School: Clark

Elementary Schools: Christie, Harrington, Thomas

Middle School: Carpenter

High School: Clark

Elementary Schools: Beverly, Hedgcoxe, Rasor

Middle School: Hendrick

High School: Clark

Elementary Schools: Davis, Hughston, Saigling, Wells

Middle School: Haggard

High School: Vines

Elementary Schools: Aldridge, Jackson (east of Coit), Shepard, Sigler, Weatherford

Middle School: Wilson

High School: Vines

Plano West Senior High

Elementary Schools: Andrews, Skaggs, Wyatt

Middle School: Rice

High School: Jasper

Elementary Schools: Daffron, Gullledge, Haun

Middle School: Robinson

High School: Jasper

Elementary Schools: Barksdale, Brinker, Centennial, Huffman

Middle School: Renner

High School: Shepton

Elementary Schools: Haggar, Hightower, Jackson (west of Coit), Mitchell

Middle School: Frankford

High School: Shepton

A directory of schools and other facilities can be found [here](#).

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: For students, Brian Lyons, Director of Campus and Community Engagement, 2700 West 15th Street Plano TX 75075, brian.lyons@pisd.edu, (469) 752-8910. For staff, Andrew Jacob, Coordinator of Employee Relations, 2700 West 15th Street Plano TX 75075, andrew.jacob@pis.edu (469)752-8192. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: For students, Kimmie Conlon, Director Multi-Tiered Systems of Support/Section 504, 2700 West 15th Street Plano TX 75075, kimmie.conlon@pisd.edu, (469) 752-8958. For staff, Nikki James, Coordinator Employee Benefits, 6301 Chapel Hill Plano TX 75093, nikki.james@pisd.edu (469)752-4760

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position are posted on a regular basis to the District's website. Updated District job postings can be found here: <https://www.pisd.edu/employment>

Employment after Retirement

Policy DC

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

Contract and Non-Contract Employment

Policy DC series

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

Probationary Contracts. Nurses and full-time professional employees new to the District and employed in positions requiring certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in District employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. Per Plano ISD's District of Improvement plan, an Exemption from Texas Education Code Section 21.102(b) allows Plano ISD to offer a second probationary contract, when needed, to experienced teachers, counselors, librarians or nurses new to Plano ISD who have been employed in public education for at least five of the eight previous years, to benefit the teacher and students served.

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

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

The District may employ professional, exempt positions on non-Chapter 21 contracts, not to be governed by Chapter 21 of the Education Code when approved by the Board.

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

Certification and Licenses

Policies DBA, DF

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

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend their 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. E-mail certification@pisd.edu if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Email employeeerecords@pisd.edu if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Policy DHE

The District reserves the right to conduct searches when the District has reasonable suspicion to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles

parked on District premises or worksites or used in District business. Searches that reveal a violation of the District's standards of conduct may result in disciplinary action.

If reasonable suspicion exists to believe that the employee is under the influence of a prohibited substance, Human Resources or Safety and Security Services may direct that the suspected employee submits to appropriate testing to determine the presence of a prohibited substance in the employee's body. The required testing may include the use of a portable breath test (PBT) device administered by or at the request of safety and security personnel, and/or testing at a facility designated by the District.

Refusal by an employee to submit to a test for prohibited substances shall be interpreted as a positive test result. Any employee who refuses to submit to a prohibited substance test shall be immediately prohibited from performing job duties and disciplinary action may be taken, up to and including termination of employment. Similarly, an employee who does not produce an adequate test sample (urine or breath) without a valid medical reason or who engages in conduct that obstructs the collection or testing process shall be immediately prohibited from performing job functions. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy

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

Health and Safety Training

Policy DBA, DMA

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

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

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the District. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and District policy DGBA (Local).

Voluntary transfers for professionals and support staff are an opportunity for employees to explore other positions within their campus/department or District. These are not the same as transfers due to programmatic changes or student enrollment. Information on the transfer application process can be found [here](#).

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be provided each school year. Staff calendars can be found [here](#).

In accordance with the District's innovation plan, the District is exempt from the state law regarding minimum planning and preparation periods for classroom teachers. Planning and preparation periods shall be determined in accordance with standards established by the Superintendent.

Support Staff 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. Support Staff and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation for additional information.

Breaks for Expression of Breast Milk

Policy DG, DEAB

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 bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

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

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

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact benefits@pisd.edu or 469-752-8138 to begin the interactive process.

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. A form is filled out annually by all staff to check on the possibility of a conflict of interest.

An employee of the District should not be employed in a position that requires them to be at any place other than the designated workplace during regular, assigned work hours.

An employee should not tutor his or her students for pay.

Performance Evaluation

Policy DN series

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

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

Additional information and resources on performance evaluations can be found [here](#).

Employee Involvement

Policies BQA, BQB

At both the campus and District levels, Plano 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 may be elected to serve on District- or campus-level advisory committees. An employee's affiliation or lack of affiliation with any organization or association will not be a factor in either the nomination or election of representatives on the committee. Nominated employees give their consent to serve on the committee before they are eligible for election.

Professional Learning

Policy DMA

Professional learning activities are organized to meet the needs of employees and the District. All teachers complete a minimum of 30 clock hours of professional development during the professional development calendar year and will be compensated by the District for that training at a rate approved by the Board. The professional development requirement is prorated based on an employee's start date. The training is job-specific, may relate to individual teacher goals, and must be approved by the District. This training will not occur during any time designated by the District for other required activities.

All other employees of the District on pay grades 800 and above will complete 30 clock hours of professional development each professional development calendar year. This training is job-specific and will be approved by the employee's immediate supervisor prior to participating in the training. Employees who choose to complete their professional development training on non-contract time are not paid for these hours, but trade hours can be earned for this time. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

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

Additional resources can be found here: www.pisd.edu/professionallearning

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

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

Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the District's extra-duty pay schedule.

Employees should contact compensation@pisd.edu regarding salary related questions.

Employees should contact payroll@pisd.edu regarding the processing of their pay.

Pay Dates and Automatic Deposit

All employees receive their paychecks either by direct deposit or by a pay card program of their choice. Paper paychecks are not available. Based on your assignment, you will either be paid on a biweekly cycle (ex. FANS, Auxiliary, Transportation and PASAR employees) OR on the 25th of each month (Professional and Paraprofessional employees). If the 25th of the month falls on a weekend or holiday, you will be paid on the Friday before that date. Employees are responsible for regularly reviewing the accuracy of their pay statement.

Holiday
Closed

Monthly
Pay Only

2024-2025 Plano ISD

Bi-Weekly
Pay Only

Monthly and
Bi-Weekly Pay

Payroll Calendar

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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December 2024						
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22	23	24	25	26	27	28
29	30	31				

July	
3 BI-Weekly Payday	
19 BI-Weekly Payday	
25 Monthly Payday	

August	
2 BI-Weekly Payday	
16 BI-Weekly Payday	
30 BI-Weekly Payday	
23 Monthly Payday	

September	
13 BI-Weekly Payday	
27 BI-Weekly Payday	
25 Monthly Payday	

October	
11 BI-Weekly Payday	
25 BI-Weekly Payday	
25 Monthly Payday	

November	
8 BI-Weekly Payday	
22 BI-Weekly Payday	
22 Monthly Payday	

December	
6 BI-Weekly Payday	
20 BI-Weekly Payday	
20 Monthly Payday	

January	
3 BI-Weekly Payday	
17 BI-Weekly Payday	
31 BI-Weekly Payday	
24 Monthly Payday	

February	
14 BI-Weekly Payday	
28 BI-Weekly Payday	
25 Monthly Payday	

March	
14 BI-Weekly Payday	
28 BI-Weekly Payday	
25 Monthly Payday	

April	
11 BI-Weekly Payday	
25 BI-Weekly Payday	
25 Monthly Payday	

May	
9 BI-Weekly Payday	
23 BI-Weekly Payday	
23 Monthly Payday	

June	
5 BI-Weekly Payday	
18 BI-Weekly Payday	
25 Monthly Payday	

January 2025						
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February 2025						
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March 2025						
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30	31					

April 2025						
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27	28	29	30			

May 2025						
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June 2025						
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15	16	17	18	19	20	21
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29	30					

Employee Service Center

Plano ISD offers an online, secure application on which employees may access information year-round related to their personal compensation and benefits. Employees may access the website at esc.pisd.edu to review information listed below:

- View current leave balances and report absences
- View previous paychecks
- View W-4 selections and direct deposit information
- View current benefit plan enrollment selections and submit annual benefits enrollment
- View electronic timecard records
- Access W-2 and 1095-C forms

As this program gives employees access to personal information, the website is protected on a secure connection, and all necessary security measures have been taken to ensure the privacy and confidentiality of this information. Employees are encouraged to do their part to protect information by not sharing ID or password with anyone.

Payroll Deductions

Policy CFEA

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

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

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, vision, life, and disability insurance; flexible spending accounts, health savings account, and employee childcare programs. Employees may also request payroll deduction for payment of membership dues to professional organizations.

Overpayments. Employees are not entitled to any funds the district overpays. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay.

If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However,

if this creates an undue hardship for the employee, the district may develop a plan for regular payroll deductions in the same fiscal year. An agreement between an employee and the district must be in place in order to deduct any overpayment,

Overtime Compensation

Policies DEAB, DEC

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval may be subject to disciplinary action up to and including termination.

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

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

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

- Employees can accumulate up to 60 hours of compensatory time.
- Compensatory time must be used in the duty year that it is earned, unless an exception is approved by the District.
- Use of compensatory time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use compensatory time before using available paid leave (e.g., sick, personal, vacation).
- If an employee has a balance of more than 60 hours of compensatory time, the District will require the employee to use the compensatory time, or at the District's option, the District will pay the employee for the compensatory time.
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration. It is the responsibility of the employee to record an accurate record of actual time worked. Information on timekeeping can be found [here](#).

Travel Expense Reimbursement

Policy DEE

Employees who travel for District business and appropriate support staff will be trained in travel policies and procedures. Before any travel expenses, including prepaid expenses, are incurred by an employee, the employee's supervisor must give approval. A 'Request to Travel' form will be used to provide an estimate of expenses. All travelers and appropriate support staff shall be trained in travel policies and procedures.

Employees will be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's supervisor. For any allowable expense incurred, the employee must submit receipts documenting actual expenses to their Office Manager or designee authorized to process the reimbursement.

Health and Supplemental Insurance Benefits

Policy CRD

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

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

At their own expense, eligible employees (TRS members working 25 or more hours per week) may elect to enroll in supplemental insurance programs for dental, vision, life, and disability. Premiums for these programs will be paid by payroll deduction. Visit www.pisd.edu/benefits or contact benefits@pisd.edu or 469-752-8138 for more information.

The insurance plan year is from September 1 through August 31. New employees must submit their enrollment within 31 days of their employment start date. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). All employees must submit their benefit plan selections to add, change, drop, or re-enroll during the annual open enrollment period.

Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are available at all times at www.pisd.edu/benefits. New employees will receive benefits information by email or interschool mail during your first week of employment. Benefits information for the next plan year is made available each summer, in advance of the annual

open enrollment period. If you have any questions, please visit www.pisd.edu/benefits or contact benefits@pisd.edu or 469-752-8138 for more information.

Flexible Spending and Health Savings Accounts

Flexible spending and Health Savings accounts are offered to eligible employees (TRS members working 25 or more hours per week). These accounts allow part of your pay to be set aside on a pre-tax basis to pay for eligible expenses. A third-party administrator handles employee claims made on these accounts. If you choose to enroll, be sure to choose the account that is right for your circumstances.

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

For more information, please visit www.pisd.edu/benefits or contact benefits@pisd.edu or 469-752-8138.

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

All work-related accidents or injuries should be reported immediately by calling 469-752-6391 or completing the First Report of Injury or Illness form found [here](#). Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

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 eligible for workers' compensation income benefits may elect in writing to use available paid leave to make up the difference between the employee's income benefits and the pre-injury wage.

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 benefits@pisd.edu.

Texas Teacher Retirement System

Employees who work at least one-half or more of the time required of the standard workload for the same or similar full-time position will automatically become members of the Teachers Retirement System of Texas (TRS). Standard contributions from both the District and the employee are made to TRS. Employees also make standard monthly contributions to the TRS-Care retiree insurance plan, which is available upon retirement through TRS.

Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS.

TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov). See *Employment after Retirement* section for information on restrictions of employment of retirees in Texas public schools.

Employee Assistance Program

The Employee Assistance Program (EAP) is a confidential information and counseling service provided as a free benefit by the Plano ISD Employee Benefit Plan. All employees and members of their households may receive up to five free EAP counseling sessions per person, per situation, per year. The EAP can help with situations such as anxiety, stress, marital or relationship issues, family problems, alcohol and/or drug abuse, depression, grief, and work-related concerns. They can provide the name of a local licensed counselor with expertise in the area of need. Referrals to legal and financial resources are also available. Contact the EAP at 800-272-7255 or guidanceresources.com. More information can be found [here](#).

Employee Crisis Fund

The Employee Crisis Fund was developed to provide a source of financial assistance to Plano ISD employees who are facing an emergency situation and are unable to handle immediate short-term financial obligations associated with the crisis. The Crisis Fund is funded by the Plano ISD Education Foundation. For information on the application and review process, visit <https://www.pisd.edu/Page/1864> or contact crisisfund@pisd.edu or 469-752-4753.

Employee Child Care

The Plano ISD Employee Child Care was created to provide a service for employees. The exceptional centers have proven to be a valuable tool in the retention and recruitment of the very best teachers and staff in North Texas. We currently have two employee child care centers. The Employee Child Care serves children from six weeks of age to kindergarten age. The Child Care Centers are licensed through the Texas Department of Family and Protective Services. The mission of the Plano ISD Child Care Center is to provide a fun, nurturing and safe learning environment committed to preparing lifelong learners.

Enrollment in child care is for children of PISD employees. Grandchildren of employees are not eligible to enroll unless the grandparent is the court ordered guardian.

Additional information can be found [here](#).

Tax Deferred Retirement Programs

The District offers 457(b) and 403(b) tax-deferred retirement savings plans. For more information, visit <https://www.pisd.edu/Page/17592> or contact the Payroll Department: payroll@pisd.edu.

Leaves and Absences

Policies DEC, DECA, DECB

The District offers employees paid and unpaid leaves of absence in times of personal need.

All employees are expected to accurately report all absences from work, regardless of whether or not a substitute is needed and regardless of the available balance of accrued leave.

Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid leave will be used in the following order for absences due to military leave, personal illness, illness in the family, or death in the family:

- Local Sick Leave
- State Sick Leave
- State Personal Leave
- Vacation (if in an eligible position)

All absences will use the employee's accrued leave. Any absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

When requesting an absence, all employees must submit the following information for approval and according to campus or department guidelines: An Absence from Duty Request Form, and record the absence in TEAMS.

An employee who is absent for more than three consecutive days without notice may be considered to have abandoned their job and may face disciplinary consequences up to and including termination.

Information on the District's process for absence reporting, absence request forms and an absence management guide can be found [here](#).

Employees who expect to be absent for an extended period of time for medical or maternity leave or military duty should contact benefits@pisd.edu or 469-752-8138 as soon as possible to discuss applicable leave benefits payment of insurance premiums, and requirements for communicating with the district. Eligibility requirements vary, so please direct specific questions to the Benefits and Risk Management Department.

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

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

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

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

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

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

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

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

State Personal Leave

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

Non-discretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered non-discretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Non-discretionary use of state personal leave may be used in the same manner as state sick leave. Non-discretionary use of leave shall also include FMLA qualifying reasons and shall not be subject to the five consecutive workdays per request limit.

Discretionary. Leave taken at an employee's discretion can be scheduled in advance. An employee wishing to take Discretionary personal leave must submit a request to his or her principal or supervisor in advance of the anticipated absence, per campus/department guidelines. The effect of the employee's absence on the campus or department operations, as well as the availability of substitutes will be considered by the principal or supervisor. Discretionary use of state personal leave is limited to 5 consecutive days per request.

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 year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her prorated entitlement for the year.

State Sick Leave (Earned Prior to 1995)

State sick leave only applies to any remaining unused days that were earned by employees before 1995. These days may be transferred to other school Districts in Texas. State sick leave may be used for illness of the employee, illness of a member of the employee's immediate family, family emergency (i.e. natural disasters or life-threatening situations), death in the employee's immediate family, or active military service.

Local Sick Leave

Full-time employees are eligible for local sick leave. 10-month employees receive 5 days per year, 11-month employees receive 6 days per year, and 12-month employees receive 7 days per year. A day of local leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time.

Local leave may be used for personal or family illness (including medical appointments), death in the family, family emergency.

An employee may also use local leave for absences related to the birth or placement of his or her son or daughter when taken within the first year after the child's birth, adoption, or foster

placement. The use of local leave for birth, adoption, or foster placement is limited to six consecutive workweeks.

Unused local sick leave will carry-forward to the next year, and may accumulate to a maximum of 50 days. Upon an employee's separation from employment, unused local leave will be donated to the leave bank.

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, local leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the year, the employee's final paycheck will be reduced by the amount of local leave the employee used beyond his or her prorated entitlement for the year.

Vacation

Policy DED

Each full-time employee who serves in a position normally requiring minimum of 246 workdays earns ten paid vacation days per work year. After five years of continuous employment from their most recent date of hire in the District, an eligible employee earns fifteen paid vacation days per work year. The District makes vacation time for the current work year available at the beginning of the work year. A day of vacation is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time.

If an employee uses more paid vacation than he or she has earned, the District will deduct the cost of the unearned vacation time from the employee's final paycheck.

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, vacation will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the year, the employee's final paycheck will be reduced by the amount of vacation the employee used beyond his or her prorated entitlement for the year.

The District will not approve use of paid vacation for more paid vacation than the employee has accumulated in prior years plus those to be earned during the current work year. Use of paid vacation shall be scheduled in advance with approval from the employee's immediate supervisor.

An eligible employee may extend accrued vacation time to September 30 each year. Paid vacation not used by September 30 may be carried over, with a maximum in accordance with the following chart:

For employees whose usual assignment equivalent is:	<i>Maximum amount of vacation time that may be carried beyond September 30:</i>
Between 63 - 75 percent	240 hours
Between 76 - 100 percent	320 hours

An employee who retires, resigns, or is released will be eligible to receive a prorated payout for unused vacation time accrued prior to leaving the District. Reimbursement for unused vacation time is capped at 320 hours.

Leave Bank

Full-time employees may join the Leave Bank when they are hired and/or during the open enrollment period. You enroll in the Leave Bank by donating one local sick leave day each year you are a Leave Bank member. The days donated to the Leave Bank are not refundable. Leave Bank membership will carry-over from year to year, until the employee chooses to decline during the next open enrollment period.

Leave Bank days may be granted solely for a catastrophic illness or injury (as defined in policy DEC(Local)) of the employee or the employee's immediate family that requires the prolonged absence of the employee that would otherwise be unpaid because the employee has no more accrued leave or compensatory time. Leave Bank members may receive up to 25 days annually, to a maximum of 75 days in a lifetime.

A "Request for Leave Bank Days" form and medical certification of all the absences must be submitted to the Benefits department.

Administrative guidelines and the leave bank request form can be found [here](#). Contact benefits@pisd.edu for more information.

Family and Medical Leave Act (FMLA)—General Provisions

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

What is FMLA leave?

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

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

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

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

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

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

Am I eligible to take FMLA leave?

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

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

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

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

How do I request FMLA leave?

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

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

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

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

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

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

What does my employer need to do?

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

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and

- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

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

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

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

Where can I find more information?

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

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



Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave during a “rolling” 12 month period measured backward from the date an employee uses any FMLA leave.

Use of Paid Leave. FMLA runs concurrently with all other types of leave, including accrued leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related injury. The District will designate the leave as FMLA, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses. Spouses who are both employed by the District are limited to a combined total of 12 weeks of FMLA to care for a parent with a serious health condition; or for

the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

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

Medical Certification. Within 15 calendar days, the employee must provide medical certification from the treating health care provider. If the certification is in a language other than English, the employee must provide the District with a written translation of the certification. The District will notify the employee if the certification is incomplete or insufficient, and will provide 7 calendar days for the employee to resolve the deficiency. Recertification will be required when the original certification expires or every 30 days. If the employee fails to provide timely certification, or fails to resolve any deficiencies of the certification, the District may deny FMLA.

Fitness for Duty. An employee that takes FMLA due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. Fitness-for-duty certification is not required when the FMLA leave was to care for a child following birth, adoption, or foster care placement, to care for a family member, or for qualifying exigency leave.

Return to Work. An employee returning to work after FMLA leave will be returned to the same or equivalent position held when the leave began.

District Contact. Employees that require FMLA or have questions should contact benefits@pisd.edu or 469-752-8138 for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Temporary Disability (TD) is a state law providing limited unpaid leave to eligible full-time employees whose position requires SBEC certification. The district extends this provision to all full-time employees. The purpose of TD leave is to provide job protection to full-time employees who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

TD runs concurrently with all other types of leave, including accrued leave, FMLA, compensatory time, assault leave, and absences due to a work-related injury. TD leave must be

taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule.

Employees must request approval for TD leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for TD leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If TD leave is approved, the length of TD leave is for no longer than 180 calendar days in a 12-month period.

When an employee is ready to return to work, the employee must provide a fitness-for-duty certification from their health care provider to the Benefits Department prior to returning to work. The fitness-for-duty certification must confirm that the employee is able to resume regular duties.

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 available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or -illness wages. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

Assault Leave

Assault leave provides income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving assault is a work-related injury and should be immediately reported to benefits@pisd.edu or 469-752-8138.

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 during the performance of regular duties may take leave (as medically necessary up to a maximum of 2 years from the date of injury) to recover from the physical injuries sustained as a result of the assault. Assault leave will be coordinated with any temporary income benefits due from workers' compensation, but will not be deducted

from the employee's accrued leave. Assault leave runs concurrently with FMLA and temporary disability leave.

At the request of an employee, the District will immediately assign the employee to assault leave. If, upon investigation, it is determined that an assault did not occur, the District will reverse the assault leave status and charge absences against the employee's accrued leave. If the employee does not have accrued leave, the absences will be unpaid.

To request assault leave, contact benefits@pisd.edu or 469-752-8138.

Bereavement Leave

Employees may use up to 10 days of Accrued Leave (local leave, state leave, vacation) for bereavement/death in the immediate family. If they do not have any Accrued Leave, they may take up to 10 days unpaid. Leave Bank cannot be used for bereavement leave.

Jury Duty

Policies DEC, DG

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

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

Compliance with a Subpoena

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

Truancy Court Appearances

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

Other Court Appearances

An employee who will miss work to appear in court may use personal leave (or compensatory time if applicable) for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The District will reasonably accommodate an employee's request to be absent for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the District. The employee may use state personal leave for this purpose. Employees who do not have any state personal leave may be granted an unpaid day of absence.

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee may use available accrued leave during a time of active military service.

Reemployment after Military Leave. An employee who is a member of the military forces and is ordered to authorized training or duty by a proper authority will be granted a leave of absence, which may last no longer than five years. The absence will be unpaid unless the employee chooses to use any available accrued leave. As soon as practicable after release from duty, the employee must give notice to the District of intent to return to employment.

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 benefits@pisd.edu for details on eligibility, requirements, and limitations.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at board meetings, in District communications channels and through special events and activities. Recognition and appreciation activities may include the Teacher of the Year Gala, Salute to Service Banquet and the Superintendent 100 support staff recognition program.

District Communications

Resources

Throughout the school year, the Communications Department publishes news, flyers , calendars and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. Communications channels include social media, the district website and mobile app. The department also provides resources and guidelines related to distribution, religious observances, elections and other policy-related topics. Communications and policy resources can be accessed [here](#).

District Protocols for Media Inquiries

In order to ensure clear, concise and accurate communications, all media requests, regardless of the topic, should be coordinated through the Plano ISD Communications Department. This includes interactions with newspapers, magazines, newsletters, online publications, podcasts, television, radio or any other public relations or media channels.

Any inquiries received by staff members should be directed to the communications team. Any employee, campus or department seeking to publicize a program, event or accomplishment should contact the Communications Department. The communications team has access to numerous media contacts and will collaborate with employees to facilitate publicity.

It is the responsibility of the Communications Department to initiate and/or respond to news media requests and manage those interactions. In the event that an employee or department is contacted by the media, the communications department should be notified immediately before providing any information or responding to questions. This applies to staff members who are directly contacted for comment on topics related to their areas of responsibility or expertise. Communications with news media on behalf of the district should be coordinated through the communications department to ensure consistency and accuracy.

If an event or situation attracts news media interest, all press releases and statements to the media will be routed through and disseminated by the communications department. While on district property, media representatives should be accompanied by a communications department team member or a district employee designated by the superintendent or communications team. The superintendent's office will be communicated with throughout any media inquiry process.

Complaints and Grievances

Policy DGBA

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. An employee may initiate the formal process by timely filing a written complaint form.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

Neither the Board nor any District employee may unlawfully retaliate against an employee for bringing a concern or complaint.

For ease of reference, the District's policy concerning the process of bringing concerns and complaints can be found [here](#) and a resource for parents and the community regarding resolving complaints and concerns is available on the [Plano ISD website](#)

Employee Conduct and Welfare

Standards of Conduct

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of the District. Employees are expected to observe the following standards of conduct:

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

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a District investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to TEA no later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency* for additional information.

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

Texas Educators' Code of Ethics

Purpose and Scope

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

Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

Ethical Conduct Toward Professional Colleagues

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

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

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

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

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

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

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

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

Ethical Conduct Toward Students

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

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

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

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

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

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

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

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

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

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Model Code of Ethics for Educators (MCEE)

The MCEE serves as a guide for future and current educators faced with the complexities of P-12 education. The code establishes principles for ethical best practice, mindfulness, self-reflection, and decision-making, setting the groundwork for self-regulation & self-accountability. The establishment of this professional code of ethics, by educators and for educators, honors the public trust and upholds the dignity of the profession.

Following are the MCEE principles; the full code with indicators is available at www.nasdtec.net.

Principle I: Responsibility to the Profession

The professional educator is aware that trust in the profession depends upon a level of professional conduct and responsibility that may be higher than required by law. This entails holding one and other educators to the same ethical standards.

Principle II: Responsibility for Professional Competence

The professional educator is committed to the highest levels of professional and ethical practice, including demonstration of the knowledge, skills and dispositions required for professional competence.

Principle III: Responsibility to Students

The professional educator has a primary obligation to treat students with dignity and respect. The professional educator promotes the health, safety and well-being of students by establishing and maintaining appropriate verbal, physical, emotional and social boundaries.

Principle IV: Responsibility to the School Community

The professional educator promotes positive relationships and effective interactions, with members of the school community, while maintaining professional boundaries.

Principle V: Responsible and Ethical Use of Technology

The professional educator considers the impact of consuming, creating, distributing and communicating information through all technologies. The ethical educator is vigilant to ensure

appropriate boundaries of time, place and role are maintained when using electronic communication.

Discrimination, Harassment, 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 up to and including termination.

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

An employee wishing to express concern, complaints, or criticism should do so following the Employee Complaints and Grievances process. The District's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be accessed [here](#).

Harassment of Students

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

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

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

Any sexual relationship between a student and a District employee is always prohibited, even if consensual. 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 of a student by an employee or adult will be

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

The District's policy that includes definitions and procedures for reporting and investigating harassment of students is found [here](#).

Reporting Suspected Child Abuse

Policies DG, GRA

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

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

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

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

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

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are

no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

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

Sexual Abuse and Maltreatment of Children

Policy DG, DH, DHB, FFG, FFH, and GRA

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

Reporting Crime

Policy DG

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

Fraud Hotline

The District is committed to the highest possible standards of ethical, moral and legal business conduct. In line with this commitment, Plano ISD has established a fraud hotline through Lighthouse Services, Inc. for the purpose of anonymous reports of suspected fraud, unlawful, unethical and other types of improper behavior within our organization. The hotline is intended to be used to report serious concerns or questionable actions that:

- May lead to incorrect financial reporting;
- Are unlawful;
- Are not in line with Plano ISD policies and procedures;
- Otherwise amount to serious improper conduct.

The hotline is available 24 hours a day, 7 days a week, 365 days a year, for use by employees, or the general public who wish to report an incident anonymously for the following types of incidents:

- Fraud
- Theft and Embezzlement
- Misuse of District Property
- Conflict of Interest
- Bribery and Kickbacks
- Theft
- Violation of the Law
- Ethical Violations
- Vandalism
- Threats
- Falsification of Contracts, Reports, or Records

The Fraud Hotline is not intended to be used for personnel matters. Regular business issues and matters not requiring anonymity should be directed to the employee's supervisor or appropriate district personnel. Please visit the [website](#) for further information. Options to report include:

Toll-Free Telephone

- English speaking USA and Canada: (844) 990-0003 (not available from Mexico)
- Spanish speaking North America: (800) 216-1288 (from Mexico user must dial 001-800-216-1288)

Phone App

- There is a free Fraud Hotline phone app that can be used to submit and follow up on Fraud Hotline reports.
- [Instructions for Installing and Using the Free Fraud Hotline Phone App](#)

Website & Contact Information

- Website: <https://www.lighthouse-services.com/pisd>
- E-mail: reports@lighthouse-services.com (must include company name with report)
- Fax: (215) 689-3885 (must include company name with report)

The [Plano ISD Fraud Hotline video](#) contains additional information.

Technology Resources

Policy CQ

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

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

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

Employees are required to abide by the provisions of the District's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and/or legal action. Acceptable use guidelines can be found [here](#).

Employees with questions about computer use and data management can contact helpdesk@pisd.edu or 469-752-8767.

Employee Responsibilities Related to Assigned Equipment

Employees of Plano ISD (PISD) may receive one or more computing devices (e.g. laptops, tablets, peripherals) based on job roles and/or program requirements. These devices are provided to support the district's mission, goals and initiatives. Upon receipt, employees take responsibility for the security and care of assigned devices. All issued equipment remains the sole property of Plano ISD and equipment use is subject to PISD Responsible Use Procedures and Board Policies, including CQ (Local).

Employees are responsible for all device use, regardless of location. Devices should not be loaned to others and employees must ensure devices are not left unsupervised in unsecured areas. Each device is asset-tagged with a unique number which must not be modified or removed.

Upon resignation, termination, or reassignment, employees must return their devices and accessories to the originating District Department, Campus CTA or the Technology Department Help Desk.

Personal Use of Electronic Communications

Policies CQ, DH

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

As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic 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.

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

- The employee is strongly discouraged from indicating the employee works for Plano ISD. Employees are reminded the District may take action if they engage in any activity, school-connected or otherwise, that, because of publicity given it, or knowledge of it among students, faculty, or the community, impairs or diminishes the employee's effectiveness in the District.
- The employee shall not set up or update the employee's personal social network page(s) using the District's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct District business.
- The employee shall not use the District's logo or other copyrighted material of the District without express, written consent.
- The employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on District business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See DH (EXHIBIT)]
 - Confidentiality of District records, including educator evaluations and private 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)]

"Personal Use" means the use of electronic communication, as defined in Section 38.027 of the Texas Education Code, that is strictly private, does not violate state or federal law, is conducted

outside the performance of professional duties and not on devices or accounts owned or authorized by the District.

Employees maintain responsibility for content of personal electronic communications, and employees' personal electronic media should not be comingled or used for work-related purposes. For instance, the District encourages personal electronic media not specify the District as the employee's employer.

Subject to applicable law, if you are listed as an employee of the District, you are required to provide a disclaimer on your electronic media that "The postings on this site are my own and do not represent the opinions or positions of the Plano Independent School District."

Employees are responsible for the privacy settings utilized with personal use of electronic media, but are encouraged to closely monitor the security settings of any social media or electronic communication utilized by the Employee. The District reminds all employees that even with stringent security or privacy settings, information may be made publicly available and may be available for a long time.

All employees are expected to conform to the Educators' Code of Ethics, state, and federal laws when utilizing electronic media. Specifically, all employees must comply with the Family Educational Rights and Privacy Act ("FERPA") and applicable Copyright laws.

The District maintains the right to take appropriate action if the personal use of electronic media undermines the Employee's effectiveness to perform the duties of his or her position.

Professional Use of Electronic Communications

Political Advertising. Employees are prohibited from using authorized electronic communication means, including social media or District email addresses, to support or oppose a candidate for nomination or election to a public office or office of a political party, a political party, or a public officer or a measure. Tex. Educ. Code § 11.169.

Limit Personal Use of District Technology Resources. Employees are allowed limited personal use of the District's technology resources in accordance with Board Policy CQ (LOCAL). To the maximum extent, District technology resources should only be used for District business. The use of personal social networking sites at work is strongly discouraged and disciplinary action may result of any use of social networking time that interferes with an employee's responsibilities at the District.

Acceptable Use of the District's Technology Resources. Employees are required to comply with all guidelines and procedures outlined in Board Policy CQ (EXHIBIT).

No Privacy Expectation. District employees should have no expectation of privacy as to the information stored on District computers, networks, databases or devices.

Respectful Communications. All electronic communications should reflect the same respect and integrity as your face-to-face communications with all other employees, parents, and community members, as required by the Educator's Code of Ethics.

Confidentiality. All employees are expected to comply with all Copyright laws and confidentiality requirements established by law, including but not limited to confidential student information, health information, or other confidential personnel information.

Authorized Use of Electronic Communication. District employees may only provide communications authorized by his or her supervisor or as required to perform the essential functions of an employee's position.

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the District only about matters within the scope of the employee's professional responsibilities. Employees are not required to provide students with their personal phone number or e-mail address.

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

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

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

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

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the District unless a specific exception is approved by the employee's supervisor or by the District.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:

- Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
- Copyright law [Policy CY]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the District's record retention policy.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

In accordance with ethical standards applicable to all District employees [see DH(EXHIBIT)], an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See Policy CPC]

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy, or 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.

In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

Public Information on Private Devices

Policy DH

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

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

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH, DHB, DHC

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, or any crime constituting a misdemeanor, excluding minor traffic offenses punishable by fine only.

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

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

Misconduct or allegations of misconduct include:

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

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

Misconduct or allegations of misconduct include:

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

Alcohol and Drug-Abuse Prevention

Policy DH

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

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco and nicotine products, or e-cigarettes on all District-owned property, in District vehicles, and at school-related activities. 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.

Dress and Grooming

Policy DH Local

Purpose

The purpose of the Employee Dress Code is to ensure that all District employees present themselves as professional individuals and work to create a suitable educational environment that is inclusive of all students. Therefore, the expectation is that during school hours, at school-related events, or when an employee is acting in their professional capacity, all employees must refrain from political, divisive, and partisan speech or clothing.

The district's dress code policy is designed to help employees provide a consistent professional appearance to colleagues, students, parents, and the community. Employees should exemplify the highest standards of professional appearance. Employees should be reasonably discernible from students by their professional, business casual appearance.

The standards set out herein are intended to promote community values and enhance an orderly educational environment and shall not be applied to discriminate or unlawfully infringe on any individual's religious beliefs or protected speech.

General Rules

- An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor.
- Clothing includes jewelry, lanyards, pins, and any other adornments.
- Clothing **must always** be professional and refrain from including partisan, political, messages while in your capacity as a District employee.
- Clothing **must not** distract or disrupt the educational environment.
- Clothing **must not** contain vulgar, lewd, obscene references, symbols, or in any manner incite violence.
- Clothing **must not** be reasonably construed by an objective person to endorse, exemplify, or support a Foreign Terrorist Organization, as designated by the United States Department of State.
- Acceptable dress should be neat and professional:

- Business
- Business Casual
- Smart Business
- District Uniform
- Employees will abide by district established standards, which includes:
 - As designated by the supervisor, jeans, no holes or frays, may be worn any day of the week but must be paired with a professional dress shirt or school spirit shirt.
 - Footwear should provide for staff safety.
 - Leggings may only be worn if a longer shirt or tunic top completely covers the entire buttocks area.
 - Attire that is provocative, revealing, or likely to be distracting is not considered professional or appropriate.
 - Facilities, Safety and Security, Custodial, and Food Service meet guidelines of those departments that require different uniforms.
- Campus/Department designated spirit days should only include jeans and school/department/district shirts. Any variation must be approved by the supervisor.

Staff should remember the integrity of their position, and it is essential that all employees give due consideration to the way they dress, since they are often viewed as role models by the students we serve.

Administrators shall have the discretion to determine appropriate attire and grooming and should notify employees when their dress or grooming fails to comply with these standards.

Identification Badges

Policy DH Local

District employees and contractors need to wear their District-issued identification badges in a clearly visible manner while at any District campus or facility. The badges must not be altered and must remain free of any item or material that covers any part of the front surface of the badge. Each District employee observing any person at a District campus or facility without a visible identification badge or visitor name badge should inquire as to the person's reason for being at the location.

Fraud and Financial Impropriety

Policy CAA

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

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

Conflict of Interest

Policies CB, DBD

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

An employee, Board member, or agent of the District should not participate in the selection, award, or administration of a contract supported by a federal grant or award if there is a potential conflict of interest.

An employee should not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during non-school hours. No employee should require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose. An employee shall not use his or her position with the District to attempt to sell products or services.

Employees should contact their supervisor for additional information.

Gifts and Favors

Policies CB, DBD

Employees may not accept or solicit any gifts, favors, services, or any other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. Employees should not accept any single item with a value at or above \$50; or items from a single contractor or subcontractor that have an aggregate monetary value exceeding \$100 in a 12-month period.

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

An employee's participation in community, political, or employee organization activities is entirely voluntary and should not interfere with the employee's performance of assigned duties and responsibilities or result in any political or social pressure being placed on students, parents, or staff.

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

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

More information on permissible activities related to elections can be found [here](#).

Charitable Contributions

Policy DG

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

Safety and Security

Policy CK series

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

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

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve District equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

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

Employees with questions or concerns relating to safety programs and issues can contact their supervisor, or Safety and Security.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon on District property at all times.

No violation of this policy occurs when:

1. A District employee who holds a valid Texas License to Carry a Handgun stores a handgun in a locked, privately owned vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun and any ammunition is not in plain view; or
2. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities.

To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisor or call Safety and Security immediately.

Visitors in the Workplace

Policy GKC

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

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal classroom environment.

Professional development are staff contractual working days. Due to the need for a focused and productive environment, employees are expected to refrain from having their children in the workplace during professional development days

Asbestos Management Plan

Policy CSC

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

Pest Control Treatment

Policies CLB, DI

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

Notices of planned pest control treatment will be posted in a common area of District buildings 48 hours before the treatment begins. Pest control information sheets are available from campus principals or facility managers upon request.

Electronic Signatures

Policy CQ Local

At the District's discretion, the District may make certain transactions available online, including student admissions documents, student grade and performance information, contracts for goods and services, and employment documents. To the extent the District offers transactions electronically, the District accepts electronic signatures in accordance with this policy.

General Procedures

Emergency School Closing

The superintendent of schools may close schools and offices due to severe weather, epidemics, or emergencies (e.g. icy roads, power outages, flooding, etc.). In that case, Plano ISD announces such closings through various communication tools:

- The Plano ISD website (www.pisd.edu): Weather-related closures and updates will be posted in real time on the Plano ISD home page.
- The Plano ISD Mobile App (www.pisd.edu/mobileapp): Weather closures will be sent to all app users.
- School Messenger (e-mail and telephone messages): The District will provide updated information as needed to all parent and emergency contact telephone numbers and email addresses in the system.
- Social media – Facebook (www.facebook.com/PlanoISD) and Twitter (www.twitter.com/Plano_Schools): Weather-related closures will be posted immediately to Plano ISD’s Facebook and Twitter pages.
- Local news media: The District will make information available to local television and radio stations and will enlist their assistance in communicating with our audiences.

Emergencies

Policies CKC, CKD

The District has comprehensive emergency procedures to provide campus administrators with guidance during emergencies or critical incidents:

- Each campus has one or more copies of the District’s Emergency Procedures Administrator’s Guide, and staff members have access to an electronic version available for download to a smartphone. Campus administrators have received training in the Incident Command System (ICS) and attend safety and security update training each school year.
- Plano ISD has adopted the Standard Response Protocol (SRP) for use during emergency or critical incidents. The SRP includes four emergency actions that can be taken in an emergency: Lockdown, Lockout, Evacuate and Shelter.

- Students and campus staff members receive training on the SRP during the first week of each school year. Each campus conducts specific emergency drills each semester, as well as monthly fire drills, to reinforce emergency preparedness.

Purchasing Procedures

Policies CH, CE

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

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify Human Resources if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The forms to process a change in personal information can be found [here](#).

Personnel Records

Policies DBA, GBA

Most District records, including personnel records, are public information and must be released upon request.

When completing new hire forms, employees elect whether to have the following personal information withheld:

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

The choice to not allow public access to this information or change an existing choice may be made at any time in the Employee Service Center under "My Personal Information."

Checking the privacy indicator field will restrict your home address and home telephone number from public access, however, your information may still be used by the District for legitimate business reasons. Please note that other information listed on the page such as e-mail address is not protected from public access regardless of whether "private" is checked or not.

Facility Use

Policies DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures.

Facility rental guidelines, insurance requirements, rental rates and the application for facility use can be found [here](#). Contact rentals@pisd.edu for more information.

Personal Property

Plano ISD does not insure the personal property of staff and students. Public school districts in Texas cannot use public funds to purchase personal property insurance, or to replace/repair the personal property of others. The use of district funds would be considered using public funds for private purposes. Under the Texas Tort Claims Act, school districts are granted governmental immunity for these types of claims, unless the property damage occurred as the result of a PISD employee's negligent use or operation of a motor vehicle.

Termination of Employment

Resignations

Policy DFE, DHB

All resignations shall be submitted in writing to the Superintendent or designee. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing.

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

The Superintendent or designee shall be authorized to accept the resignation of an at-will employee at any time.

The Superintendent or designee shall be authorized to receive a contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. The resignation requires no further action by the District and is accepted upon receipt. The Superintendent, Chief of employee services, or executive director for human resources shall be authorized to accept a contract employee's resignation submitted or effective at any other time. The Superintendent, Chief of employee services, or executive director for human resources shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law.

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.

More information, including the separation from employment form can be found [here](#).

Dismissal or Nonrenewal of Contract Employees

Policies DF, DCE, DHB

Employees on probationary and term contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary and 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.

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

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

Dismissal of At-Will Employees

Policy DCD

Employees not hired under a contract are employed at will and may be dismissed at any time for any reason not prohibited by law, or for no reason, as determined by the needs of the District. A dismissed employee who wishes to grieve the termination must follow the District process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances* section.)

Discharge of Convicted Employees

Policy DF

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

Exit Survey and Procedures

Separating employees are asked to provide the District with a current personal email address. Once the separation is processed, a follow-up email containing an exit survey is sent to employees leaving the District. Information on requesting service records and additional information on the separation process is included. All District keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Reports to Texas Education Agency

Policies DF, DHB

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

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of District or school property or funds

- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on District property or at a school-sponsored event

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

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

Reports Concerning Court-Ordered Withholding

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

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Plano ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education

(CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the District Title IX coordinator for students: Brian Lyons, Director for Diversity, Equity and Inclusion, 2700 West 15th Street Plano TX 75075, brian.lyons@pisd.edu, (469)752-8910. Questions or concerns about discrimination on the basis of a disability should be directed to the District ADA/Section 504 coordinator for students: Kimmie Conlon, Director of Multi-Tiered Systems of Support and Section 504, 1517 Avenue H Plano TX 75074, kimmie.conlon@pisd.edu, (469)752-5580. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent or Designee.

Student Records

Policy FL

The Superintendent or designee will ensure through reasonable procedures that student records are accessed by authorized persons only. These data and records will be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials. A cumulative record will be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

Teaching about Controversial Issues

Policy EMB

We work in a collaborative culture where teacher teams regularly work interdependently to address curriculum, instruction and assessment.

All curriculum, unit objectives and lesson experiences are aligned to the standards for the course (TEKS). A textbook or any single resource does not serve as the curriculum. The PISD Materials Selection Rubric can be found [here](#).

The District will address controversial topics in an impartial and objective manner. Teachers should not use the classroom to transmit personal beliefs regarding political or sectarian issues. Students and educators must ensure that, to the extent possible, discussions are conducted fairly and courteously.

Selection of Topics

A teacher selecting topics for discussion in the classroom shall be adequately informed about the issue and capable of providing instruction on the subject, free from personal bias. In addition, the teacher should be certain that:

1. The issue in question is within the range, knowledge, maturity, and comprehension of the students.
2. The issue is current and educationally significant.
3. The consideration of the issue does not interfere with required instruction.
4. Sufficient relevant information on all aspects of the issue is provided.

If a teacher is unsure about a topic of discussion or about the methods to employ, the teacher may discuss the issue with the principal.

Classroom Discussion

In guiding classroom discussion of controversial issues, teachers should:

5. Foster students' critical thinking skills.
6. Encourage discussion based on rational analysis.
7. Create an atmosphere in which students learn to respect others' opinions and disagree courteously.
8. Ensure that multiple viewpoints about the issue are presented by introducing an unexpressed viewpoint when necessary.
9. Avoid any attempt to coerce or persuade students to adopt the teacher's point of view.

Our goal is to promote critical thinking and academic discussion for students as *neutral proactive facilitators*.

Information on discussing political elections, candidates or measures can be found [here](#).

Parent and Student Complaints

Policy FNG

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

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process

provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

More information on resolving student and parent concerns can be found [here](#).

Administering Medication to Students

Policy FFAC, FFAF

Procedures are established to ensure that proper attention is given to any student who becomes ill during the course of a school day. Emergency procedures ensure proper attention for any student injured at school. Records are maintained on all accidents that require the attention of a medical doctor.

Each year, students and parents complete and sign a form that provides emergency information and authorizes school officials to obtain emergency medical treatment, as provided by law. No employee may give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as authorized by Policy FFAC Local or other District policy. Designated and trained District employees may also administer emergency medication supplied by the district for respiratory distress, anaphylaxis, or an opioid antagonist medication, if the medication is administered in accordance with district policy and procedures as provided in Policy FFAC Local.

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis

- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline

Policies in the FN series and FO series

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.

Each student is expected to respect the rights and privileges of other students, teachers, and District staff. All teachers, administrators, and other District personnel are expected to respect the rights and privileges of students.

A District employee must adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain order, or to protect other students, school employees, or property.
2. A student shall be treated fairly and equitably. Discipline shall be based on an assessment of the circumstances of each case. Factors to consider shall include: The seriousness of the offense, the student's age, the frequency of misconduct, the student's attitude, the potential effect of the misconduct on the school environment, requirements of Chapter 37 of the Education Code, and the Student Code of Conduct adopted by the Board.
3. Before a student under 18 is assigned to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

The Board prohibits the use of corporal punishment in the District. Students shall not be spanked, paddled, or subjected to other physical force as a means of discipline for violations of the Student Code of Conduct.

Within the scope of an employee's duties, a District employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.

A District employee may restrain a student with a disability who receives special education services only in accordance with law.

Student Attendance

Policy FEB

Teachers and staff should be familiar with the District's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must report to the office. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policies FFI, FFH

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

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

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee.

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee. When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

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

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

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

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

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

More information on the Student Code of Conduct and reporting resources can be found at <https://www.pisd.edu/Page/947>.

Hazing

Policy FNCC

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