

IRVING INDEPENDENT SCHOOL DISTRICT

EMPLOYEE HANDBOOK

2025 - 2026

If you have difficulty accessing the information in this document because of a disability, please email Accommodations@IrvingISD.net.

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Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. While employment with Irving ISD is subject to all Irving ISD Board of Trustees Policies (www.irvingisd.net/BoardPolicy), not all District policies and procedures are included in this handbook. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to HumanResourcesDirectors@IrvingISD.net.

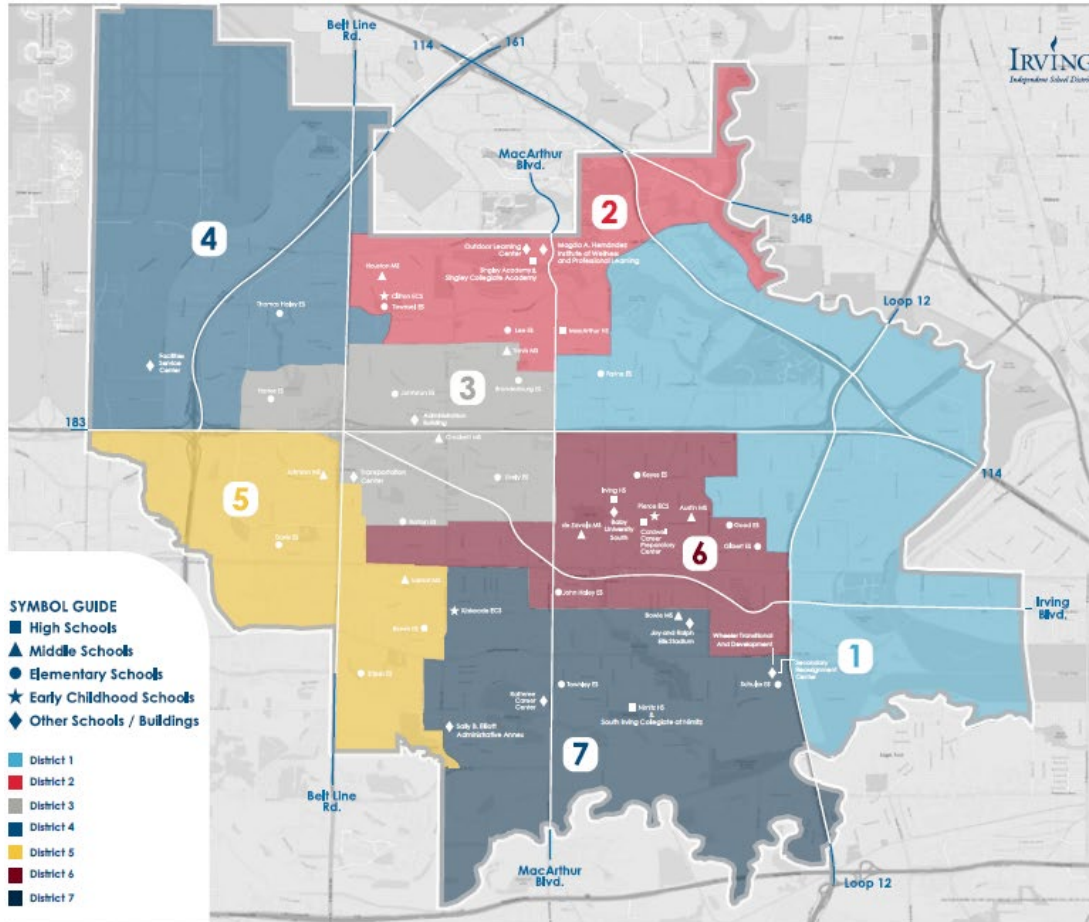
In addition, the information provided in this handbook will be supplemented via the District's Intranet found on the District's website www.irvingisd.net. This site contains a number of helpful resources that can be downloaded when needed. Individual campuses will provide information pertinent to that specific campus, i.e. fire drill schedules, bell schedules, and other operational procedures, including periodic updates or changes.

This handbook is neither a contract nor a substitute for the official District policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of, District policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, please refer to the Board Policy Manual, which can be accessed online at www.irvingisd.net/BoardPolicy.

Employees are required to complete all Annual e-Courses on the Staff page at www.irvingisd.net/compliance. Please check the referenced website for a complete updated list and deadlines for completion. An acknowledgment of your understanding of this handbook should be completed through the annual e-Courses module

District Information

District Map



■ **High Schools**
 Cardwell Career Preparatory Center
 Irving
 MacArthur
 Nimitz
 Singley Academy

▲ **Middle Schools**
 Austin
 Bowie
 Crockett
 de Zavala
 Houston
 Johnson
 Lamar
 Travis

● **Elementary Schools**
 Barton
 Brandenburg
 Brown
 Davis
 Farine
 Gilbert
 Good
 J. Haley
 T. Haley
 Hanes
 Johnston

101 E. Union Bower 75061
 900 O'Connor 75061
 3700 N. MacArthur 75062
 100 W. Oakdale 75060
 4601 N. MacArthur 75038

825 E. Union Bower 75061
 600 E. Sixth 75060
 2431 Hancock 75061
 707 W. Pioneer 75061
 3033 W. Country Club 75038
 3601 W. Pioneer 75061
 219 Crandall 75060
 1600 Finley 75062

2931 Confians 75061
 2800 Hillcrest 75062
 2501 W. Tenth 75060
 310 Davis 75061
 615 Metker 75062
 1501 E. Pioneer 75061
 1200 E. Union Bower 75061
 1100 Schutze 75060
 3601 Cheyenne 75062
 2730 Cheyenne 75062
 2801 Rutgers 75062

Keyes
 Lee
 Lively
 Schutze
 Stipes
 Townley
 Townsell

★ **Early Childhood Schools**
 Clifton
 Kinkeade
 Pierce

◆ **Additional Facilities**
 Administration Building
 Baby University South (Opening Fall 2025)
 Elise Walker Outdoor Learning Center
 Facilities Service Center
 Joy and Ralph Ellis Stadium
 Magda A. Hernández Institute of
 Wellness and Professional Learning
 Ratterree Career Development Center
 Sally B. Elliott Administrative Annex
 Student Reassignment Center
 Transportation Center

1501 N. Britain 75061
 1400 Carlisle 75062
 1800 Plymouth 75061
 1200 S. Irving Heights 75060
 3100 Cross Timbers 75060
 1030 Vilbig 75060
 3700 Pleasant Run 75038

3950 Pleasant Run 75038
 2333 Cameron Place 75060
 901 Britain 75061

2621 W. Airport Fwy., 75062
 800 N. O'Connor Rd., 75060
 4611 N. MacArthur 75038
 3620 Valley View Ln. 75062
 700 E. Sixth St. 75060
 4615 N. MacArthur 75038

2121 S. MacArthur 75060
 1900 S. Story 75060
 1600 E. Shady Grove 75060
 3211 W. Pioneer Dr. 75061

Goals

Policy AE

District Goal 1: In Irving ISD, In Irving ISD, each student will reach their highest potential and be college and career ready.

District Goal 2: Irving ISD, we will increase parent and community engagement in the city of Irving.

District Goal 3: In Irving ISD, we will provide state-of-the-art facilities that rethink the present design of education for all students.

Board of Trustees

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

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

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

Current board members include:

- **A.D. Jenkins**, President, District 5
- **Michael Kelley**, Vice President, District 2
- **Lisa Lobb**, Secretary, District 6
- **Nuzhat Hye**, District 4
- **Randy Randle**, District 7
- **Mary Richarte**, District 3
- **Dr. Rosemary Robbins**, District 1

The Board usually meets once a month at 7:00 p.m. in the Boardroom of the Administration Building, 2621W. Airport Freeway, Irving, Texas 75062; with a work session preceding the meeting at 5:00 p.m. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the District website and at the main entrance of the Administration Building at least three business days before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with one-hour notice.

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

Advance notices of all meetings are posted at the Administration Building and distributed to the news media by the Communications Department. Board meeting information is also available at the IISD website: www.irvingisd.net/BoardCalendar.

Board Meeting Schedule

Access: <http://irvingisd.net/BoardAgenda>


2025	2026
Monday, July 25	Tuesday, January 20
Monday, August 18	Tuesday, February 17
Monday, September 22	Monday, March 9
Monday, October 20	Monday, April 20
Monday, November 17	Monday, May 18
Monday, December 15	Monday, June 15

***NOTE:** The Board Meeting Schedule is subject to change by vote of the Board of Trustees. If a Board Meeting date is changed, the updated date will be posted on the District's website.

School Calendar

(All employee work calendars can be accessed on the IISD Human Resources website

[\[www.irvingisd.net/hr\]](http://www.irvingisd.net/hr)).



2025 | 2026

TEACHER CALENDAR | CALENDARIO PARA MAESTROS

Holiday
Día Festivo

Begin/End Grading Period
Inicio/Fin periodo de calificaciones

Campus Preparation Day/
Student Holiday
Día de Preparación de la Escuela/Día festivo para estudiantes

District Offices Closed
Las oficinas del distrito estarán cerradas

Required Professional Learning
Capacitación profesional obligatoria

Purposeful Planning and
Development Day/Student Holiday
Planificación Con Propósito/Día festivo para estudiantes

IMPORTANT DATES | FECHAS IMPORTANTES

School Starts/Comienzo de clases

School Ends/Fin de clases

Required Professional Learning/ Capacitación profesional obligatoria

Campus Professional Development/ Desarrollo Profesional en la Escuela

Campus Preparation Day/Día de Preparación de la Escuela

Labor Day/Día del Trabajo

Purposeful Planning/Student Holiday/Día festivo para estudiantes

Fall Break/Vacaciones de otoño

Purposeful Planning/Student Holiday/Día festivo para estudiantes

Thanksgiving Break/Vacaciones de Acción de Gracias

End of Semester/Fin del Semestre

Christmas Break/Vacaciones de Navidad

Campus Preparation Day/Student Holiday/día festivo para estudiantes

Second Semester Starts/Inicio del Segundo Semestre

M.L.K. Day/Día de Martin Luther King

Purposeful Planning/Student Holiday/Día festivo para estudiantes

Presidents Day/Día de los Presidentes

Spring Break/Vacaciones de primavera

Good Friday/Viernes Santo

Purposeful Planning/Student Holiday/Día festivo para estudiantes

Memorial Day/Día de los Caídos

Campus Preparation Day/Día de Preparación de la Escuela

Independence Day Holiday/Día de la Independencia

August 13

May 28

August 5-6

August 7-11

August 12

September 1

September 12

October 10-13

October 24

November 24-28

December 19

Dec 22 - Jan 2

January 5

January 6

January 19

February 13

February 16

March 16-20

April 3

April 6

May 25

May 29

July 3

AUGUST AGOSTO 2025 S M T W T F S 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 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	OCTOBER OCTUBRE 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
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MAY MAYO 2026 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 2026 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	JULY JULIO 2026 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

Board Approved 12.16.24

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 department as listed below.

Business/Finance 972-600-5420
Campus Operations 972-600-5023
Clinic & Health Services 972-600-5205
Food Services 972-600-6915
HR – Compensation 972-600-5417
HR – Personnel 972-600-5225

HR – Benefits and Leaves 972-600-5241
Payroll 972-600-5423
Schools – EC/Elementary 972-600-5032
Schools – Secondary 972-600-5040
Special Education 972-600-4607

School Directory

Facilities Directory



HIGH SCHOOLS

Cardwell Career Preparatory Center
101 E. Union Bower 75061
972-600-6140

Irving
900 O'Connor 75061
972-600-6300

MacArthur
3700 N. MacArthur 75062
972-600-7200

Nimitz/South Irving Collegiate at Nimitz
100 W. Oakdale 75060
972-600-5700

Singley Academy/Singley Collegiate Academy
4601 N. MacArthur 75038
972-600-5300

MIDDLE SCHOOLS

Austin
825 E. Union Bower 75061
972-600-3100

Bowie
600 E. Sixth 75060
972-600-3000

Crockett
2431 Hancock 75061
972-600-4700

de Zavala
707 W. Pioneer 75061
972-600-6000

Houston
3033 W. Country Club 75038
972-600-7500

Johnson
3601 W. Pioneer 75061
972-600-0500

Lamar
219 Crandall 75060
972-600-4400

Travis
1600 Finley 75062
972-600-0100

ELEMENTARY SCHOOLS

Barton
2931 Conflans 75061
972-600-4100

Brandenburg
2800 Hillcrest 75062
972-600-7100

Brown
2501 W. Tenth 75060
972-600-4000

Davis
310 Davis 75061
972-600-4900

Farine
615 Metker 75062
972-600-7900

Gilbert
1501 E. Pioneer 75061
972-600-0400

Good
1200 E. Union Bower 75061
972-600-3300

J. Haley
1100 Schulze 75060
972-600-6600

T. Haley
3601 Cheyenne 75062
972-600-7000

Hanes
2730 Cheyenne 75062
972-600-3600

Johnston
2801 Rutgers 75062
972-600-7700

Keyes
1501 N. Britain 75061
972-600-3400

Lee
1600 Carlisle 75062
972-600-7800

Lively
1800 Plymouth 75061
972-600-6700

Schulze
1200 S. Irving Heights 75060
972-600-3500

Stipes
3100 Cross Timbers 75060
972-600-4500

Townley
1030 Vilbig 75060
972-600-6800

Townsell
3700 Pleasant Run 75038
972-600-5500

EARLY CHILDHOOD SCHOOLS

Clifton
3950 Pleasant Run 75038
972-600-4200

Kinkeade
2333 Cameron Place 75060
972-600-6500

Pierce
901 Britain 75061
972-600-3700

ADDITIONAL FACILITIES

Administration Building
2621 W. Airport Fwy. 75062
972-600-5000

Baby University
800 N. O'Connor Rd.
Irving TX 75060
Opening Fall 2025

Elise Walker Outdoor Learning Center
4611 N. MacArthur 75038
Office: 972-600-5970
Lab: 972-600-6572

Facilities Service Center
3620 Valley View Ln. 75062
972-600-5100

Joy and Ralph Ellis Stadium
700 E. Sixth St. 75060
972-600-5214

Magda A. Hernández Institute of Wellness and Professional Learning
4615 N. MacArthur 75038
972-600-6100

Ratteree Career Development Center
2121 S. MacArthur 75060
972-600-4800

Student Reassignment Center
1600 E. Shady Grove 75060
972-600-3900

Sally B. Elliott Administrative Annex
1900 S. Story Rd 75060
972-600-4300

Student Transportation & Logistics Center
3211 W. Pioneer Dr. 75061
972-600-5670

Employment

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Irving 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 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: Samuel Hernandez, 2621 W Airport Fwy, Irving, TX 75062, sahernandez@irvingisd.net 972-600-5023. 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: Sofia Lopez, Director of At-Risk & Responsive Services, 2621 W Airport Fwy, Irving, TX 75062, soflopez@irvingisd.net, 972-600-5027.

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

Job Vacancy Announcements

Policy DC

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

Employment after Retirement

Policy DC

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

Contract and Noncontract Employment

Policy DC series

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

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

Under the District of Innovation plan, Irving ISD has flexibility in offering a probationary contract for up to three years to teachers who have been employed as a teacher in public education for at least five (5) of the eight (8) years preceding employment with the District.

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

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

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators or those who do not supervise an employee on a Chapter 21 contract) may be employed on either an at-will basis or on a non-chapter 21 contract. At-will employment is not for any specified term and may be terminated at any time by either the employee or the District.

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

Job Abandonment

Policy DEC

Employees who are absent from work for three consecutive working days either without notice or without approval may be deemed to have voluntarily resigned from the District and may be separated from the District due to job abandonment (i.e. failure to fulfill duties or responsibilities, repeated and continued neglect of duties, etc.) in accordance with District policy.

Certification and Licenses

Policies DBA, DF

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

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

certification or licensure requirements.

Reading Academies

House Bill 3 (HB 3), passed by the 86th Texas Legislature in June 2019, requires all K-3 teachers, including special education teachers, and principals to attend the HB 3 Reading Academies. In accordance with Section 28.0062 of the Texas Education Code, Irving ISD is required to ensure that each employee serving in the above capacities “has attended a teacher literacy achievement academy” [HB3 Reading Academy].

In accordance with Section 3.1, Certification and Licensure Requirement, employees on a Chapter 21 Contract agree to provide Irving ISD with “the certification, service records, licenses, and other records and information required by state and federal law, the Texas Education Agency [TEA], the State Board of Educator Certification [SBEC], or the District” prior to the start date of the school year.

To ensure successful completion, District administration monitors module completion. Employees must adhere to the Reading Academy pacing guide and established deadlines for artifacts to remain in good standing with Irving ISD. Failure to provide verification of successful completion of the HB3 Reading Academies allows Irving ISD to void the employee's contract, as per Texas Education Code section 21.0031.

Recertification of Employment Authorization

Policy DC

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

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

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Noninvestigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to

conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

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

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

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

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact HR-Risk@IrvingISD.net.

Health Safety Training

Policies DBA, DMA

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

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. *Employees subject to this requirement will provide their certificate of completion with their name and date of completion to the Director of Clinic and Health Services.*

Reassignments and Transfers

Policy DK

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

An employee with the required qualifications for a position may request a transfer to another campus or department. *Employees desiring to transfer to another campus or location may fill out the internal application in TalentEd Recruit and Hire, the District online application system. Teacher transfer requests must be completed by the deadline as set by the Office of Human Resources. Transfer requests submitted after the deadline will be coordinated by the Office of Human Resources and must be agreed upon by all parties involved.*

Workload and Work Schedules

Policies DEAB, DK, DL

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

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

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

their supervisor. See Overtime Compensation section of this handbook for additional information.

Working outside of the assigned duty schedule includes responding to text messages and/or telephone calls. Paraprofessionals and auxiliary employee positions are not allowed to work from home under any circumstances.

ADA Accommodations

Policies DAA, DBB, DIA

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting Accommodations@IrvingISD.net and identifying an adjustment or change at work that is needed because of a disability. An employee may also submit a written request to HR by completing the ADA Accommodation Request Forms, which are available online at www.irvingisd.net/risk.

Upon receiving the reasonable accommodation request, HR will conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability and to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After the informal, interactive discussion and reviewing medical documentation, HR will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodations will be determined on a case-by-case basis. HR will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

Breaks for Expression of Breast Milk

Policies DEAB, DG

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

A reasonable amount of break time will be provided when the employee has a need to express milk. *Breaks of about 15 minutes every 3 hours may be necessary early on, but need will*

diminish as the child begins eating solid food. Nursing Mother/Employee must work with their supervisor to establish a reasonable break schedule for this purpose that should, whenever possible, run concurrently with any break and/or meal periods already designated for the Nursing Mother and/or worksite. For non-exempt employees, breaks longer than 15-20 minutes are unpaid, and therefore the employee must clock out. Prior to the need to express milk, the employee is to contact the Benefits Office to complete the Express Milk Schedule Request Form. The right to these breaks ends one year after the child's birth or when the employee has no need to express breast milk for the child, whichever occurs first.

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 of non-compliance should contact Accommodations@IrvingISD.net.

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 Accommodations@IrvingISD.net to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

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

request. Employees who have questions about their certification status can contact HR-StaffingCoordinators@IrvingISD.net.

Outside Employment and Tutoring

Policy DBD

All employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Administrators. An employee who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district is restricted from outside employment. Administrators may not receive financial benefits for performing personal services for any business entity that conducts or solicits business with the district.

Administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefits for performing personal services for other school districts, open enrollment charter schools, and education service centers. An exception applies to an administrator who is not a superintendent, assistant superintendent, or member of a board of managers if the board approves as required by statute. Services must be performed on the administrator's personal time. Contact LegalServices@IrvingISD.net for more information.

Performance Evaluation

Policy DN series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations 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.

Employee Involvement

Policies BQA, BQB

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

Staff Development [Professional Learning]

Policy DMA

Professional learning activities are organized to meet the needs of employees and the District. Professional learning for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the Campus Improvement Plan, and approved by a campus-level advisory committee. Professional learning for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development. *Failure to meet requirements for professional learning may result in a loss of compensation, and/or be reflected on the employee's annual performance evaluation. The District offers extensive face-to-face, digital, and virtual professional learning programs throughout the year. These sessions can be found with the online registration system on the professional learning website. These sessions are offered at no charge to District employees.*

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

Mental Health Training

Policy DMA

All district employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the district that includes the name of the training course, along with

supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

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 *and may be required to work over 40 hours per workweek, as required to complete the responsibilities and duties of their position*. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation* section of this handbook)

Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule. Supplemental duty assignments paid via stipend may be ended at any time and employees do not have a property or contract right to such supplemental duty assignments or the associated stipend pay.

Employees should contact PayrollSupport@IrvingISD.net and HR-Compensation@IrvingISD.net for more information about the district's pay schedules, their own pay, or any other questions related to compensation.

Paychecks

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

The schedule of pay dates for the 2025-2026 school year follows:

2025-2026
Monthly Payroll Calendar

S	M	T	W	R	F	S
July 2025						Days 20
		1	2	3	H	5
6	N	8	9	10	N	12
13	14	15	16	17	ES	19
20	21	22	23	\$	ES	26
27	28	29	30	31		

August 2025						Days 21
				ES		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	\$	28	29	30
31						

September 2025						Days 21
H		2	3	4	5	6
7	8	9	10	11	WD	13
14	15	16	17	18	19	20
21	22	23	24	25	\$	27
28	29	30				

October 2025						Days 23
		1	2	3		4
5	6	7	8	9	H	11
12	H	14	15	16	17	18
19	20	21	22	23	WD	25
26	\$	28	29	30	31	

November 2025						Days 17
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	\$	22
23	H	H	H	H	H	29
30						

December 2025						Days 15
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	\$	18	19	20
21	H	H	H	H	H	27
28	H	H	H			

S	M	T	W	R	F	S
January 2026						Days 19
				H	H	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	20	\$	22	23	24
25	26	27	28	29	30	31

February 2026						Days 20
1	2	3	4	5	6	7
8	9	10	11	12	WD	14
15	H	17	18	19	20	21
22	23	24	25	26	\$	28

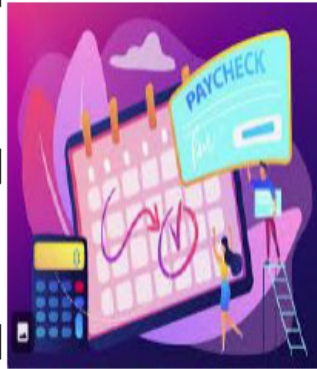
March 2026						Days 17
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	H	H	H	H	H	21
22	23	24	25	26	\$	28
29	30	31				

April 2026						Days 21
			1	2	H	4
5	WD	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	\$	28	29	30		

May 2026						Days 20
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	26	\$	28	29	30
31						

June 2026						Days 22
	1	2	3	4	ES	6
7	8	9	10	11	ES	13
14	15	16	17	18	ES	20
21	22	23	24	\$	ES	27
28	29	30				

\$ = PAYDAY



- H Holiday
- DP Required District Prof Learning
- ES Energy Savings
- Campus Preparation Day/Student Holiday
- WD Purposeful Planning

*October 10 & 13, November 24 & 25, and February 16 are not Holidays for 230 work calendar employees

June 30, July 1-3 are 8 hour workdays

July 7 and July 11 are Non-Workdays for 230/July 8-10 are 8 hour workdays

230 work calendar employees are awarded 6 Non-Duty days in 2025-26

236 total workdays

2025-2026 BW-Payroll Calendar

S	M	T	W	TH	F	S
July 2025						Days 22

		1	2	B1	H/4	5
6	7	8	9	10	X	12
13	14	15	16	17	B2	19
20	21	22	23	24	X	26
27	28	29	30	31		

August 2025						Days 21
-------------	--	--	--	--	--	---------

				B1		2
3	4	5	6	7	X	9
10	11	12	13	14	B2	16
17	18	19	20	21	X	23
24	25	26	27	28	B3	30
31						

September 2025						Days 21
----------------	--	--	--	--	--	---------

	H/1	2	3	4	X	6
7	8	9	10	11	B1	13
14	15	16	17	18	X	20
21	22	23	24	25	B2	27
28	29	30				

October 2025						Days 23
--------------	--	--	--	--	--	---------

		1	2	X		4
5	6	7	8	9	B1	11
12	13	14	15	16	X	18
19	20	21	22	23	B2	25
26	27	28	29	30	X	

November 2025						Days 18
---------------	--	--	--	--	--	---------

						1
2	3	4	5	6	B1	8
9	10	11	12	13	X	15
16	17	18	19	20	B2	22
23	24	25	26	H/27	H/X	29
30						

December 2025						Days 21
---------------	--	--	--	--	--	---------

	1	2	3	4	B1	6
7	8	9	10	11	X	13
14	15	16	17	18	B2	20
21	22	23	H/24	H/25	X	27
28	29	30	31			

Begin	End	Warrant	Check
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6/14/2025	6/27/2025	2507B1	7/3/2025
6/28/2025	7/11/2025	2507B2	7/18/2025
7/12/2025	7/25/2025	2508B1	8/1/2025
7/26/2025	8/8/2025	2508B2	8/15/2025
8/9/2025	8/22/2025	2508B3	8/29/2025

8/23/2025	9/5/2025	2509B1	9/12/2025
9/6/2025	9/19/2025	2509B2	9/26/2025

9/20/2025	10/3/2025	2510B1	10/10/2025
10/4/2025	10/17/2025	2510B2	10/24/2025

10/18/2025	10/31/2025	2511B1	11/7/2025
11/1/2025	11/14/2025	2511B2	11/21/2025

11/15/2025	11/28/2025	2512B1	12/5/2025
11/29/2025	12/12/2025	2512B2	12/19/2025

12/13/2025	12/26/2025	2601B1	1/2/2026
12/27/2025	1/9/2026	2601B2	1/16/2026
1/10/2026	1/23/2026	2601B3	1/30/2026

1/24/2026	2/6/2026	2602B1	2/13/2026
2/7/2026	2/20/2026	2602B2	2/27/2026

2/21/2026	3/6/2026	2603B1	3/13/2026
3/7/2026	3/20/2026	2603B2	3/27/2026

3/21/2026	4/3/2026	2604B1	4/10/2026
4/4/2026	4/17/2026	2604B2	4/24/2026

4/18/2026	5/1/2026	2605B1	5/8/2026
5/2/2026	5/15/2026	2605B2	5/22/2026

5/16/2026	5/29/2026	2606B1	6/5/2026
5/30/2026	6/12/2026	2606B2	6/19/2026

6/13/2026	6/26/2026	2607B1	7/3/2026
6/27/2026	7/10/2026	2607B2	7/17/2026

S	M	T	W	TH	F	S
January 2026						Days 21

				H/1	B1	3
4	5	6	7	8	X	10
11	12	13	14	15	B2	17
18	19	20	21	22	X	24
25	26	27	28	29	B3	31

February 2026						Days 20
---------------	--	--	--	--	--	---------

1	2	3	4	5	X	7
8	9	10	11	12	B1	14
15	16	17	18	19	X	21
22	23	24	25	26	B2	28

March 2026						Days 22
------------	--	--	--	--	--	---------

1	2	3	4	5	X	7
8	9	10	11	12	B1	14
15	16	17	18	19	X	21
22	23	24	25	26	B2	28
29	30	31				

April 2026						Days 22
------------	--	--	--	--	--	---------

			1	2	X	4
5	6	7	8	9	B1	11
12	13	14	15	16	X	18
19	20	21	22	23	B2	25
26	27	28	29	30		

May 2026						Days 20
----------	--	--	--	--	--	---------

					X	2
3	4	5	6	7	B1	9
10	11	12	13	14	X	16
17	18	19	20	21	B2	23
24	H/25	26	27	28	X	30
31						

June 2026						Days 22
-----------	--	--	--	--	--	---------

	1	2	3	4	B1	6
7	8	9	10	11	X	13
14	15	16	17	18	B2	20
21	22	23	24	25	X	27
28	29	30				

X = Pay period ends

Deadline for entries in Kronos is Monday at 5pm After Cutoff X

Deadline for entries in Munis Tuesday 12Noon After Cutoff X

Bn = PAY DAY

H Holiday

TOTAL DAYS

253 + 8 Holidays = 261

Automatic Payroll Deposit

The district requires automatic payroll deposit to a savings or checking account. Employees will have their paychecks electronically deposited into an account at a financial institution as designated by each employee. Contact PayrollSupport@IrvingISD.net for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

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

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

Overpayments. Employees are not entitled to any funds the district overpays. An 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 has the discretion to 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.

Verification of Pay. The Payroll Department makes every effort to ensure that an employee's pay, leave, and other information are correct. Unfortunately, mistakes can occur. It is the employee's responsibility to review the payroll information on their pay stub each pay date for accuracy, including but not limited to compensation, leave, federal withholding status, and deductions.

Overtime Compensation

Policies DEAB, DEC

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

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

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

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval in writing. For pre-approved travel and expenses, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. *After returning from pre-approved travel, employees must submit receipts, to the extent possible, to reconcile actual expenses with those expenses that were pre-approved to be reimbursed for allowable expenses other than mileage. Approval of leave for "School Business" does not equate to approval for coverage or reimbursement of travel costs and expenses. Travel costs and reimbursement must be pre-approved in writing by the employee's supervisor utilizing the forms and procedures established by the district.*

Health, Dental, and Life Insurance

Policy CRD

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

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

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or within 30 days if they experience a qualifying event (e.g., marriage, divorce, birth, death). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees on TheHUB. Employees should contact HR-BenefitsandLeaves@IrvingISD.net for more information.

Group health insurance coverage is available to full-time employees or those working 10 hours or more a week. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees online on TheHUB (web.mybenefitshub.com/irvingisd).

The health insurance plan year is from September 1 through August 31. New employees must complete enrollment forms within the first 30 days of employment. Current employees can make changes in their insurance coverage during open enrollment or if they experience a qualifying life event (QLE). Employees should contact HR-BenefitsandLeaves@IrvingISD.net for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs are paid by payroll deduction. Employees may review these offerings and the associated costs in TheHUB (web.mybenefitshub.com/irvingisd).

Cafeteria Plan Benefits (Section 125)

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

dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

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

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from TASB, effective 9/1/2023.

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

All work-related accidents or injuries should be reported immediately through the First Report of Injury Form available at www.irvingisd.net/injured. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See the *Workers' Compensation Benefits* section of this handbook for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

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

Teacher Retirement

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

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

Other Benefit Programs

Reimbursement of Local Leave Upon Retirement

Policy DEC

The following leave provisions shall apply to local leave earned beginning on the original effective date of this program. An employee who retires from the district shall be eligible for payment for accumulated local leave and/or Exemplary Attendance Days under the following conditions:*

- 1. The employee is retiring from TRS voluntarily and is not being discharged or non-renewed from Irving ISD.*
- 2. The employee provides advance, one month written notice of intent to retire to the Office of Human Resources.*
- 3. The employee is eligible for retirement benefits from the Teacher Retirement System of Texas (TRS).*
- 4. The effective date of the resignation is the employee's last workday as scheduled on the employment dates of the school calendar.*
- 5. The employee seeking reimbursement for local sick leave must have a balance of at least 15 state personal leave days. Please note that once the employee and supervisor have signed the Leave Request Form, it may not be changed. (i.e., an employee cannot elect to use sick days and later request to change them to personal days. These requests will be denied.) It is the responsibility of the employee to verify the absences are reported correctly.*
- 6. All Exemplary Attendance Days are eligible for buyback upon retirement.*

**Unused non-duty days are not eligible for reimbursement.*

Leaves and Absences

Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should visit www.irvingisd.net/benefits or email HR-BenefitsandLeaves@IrvingISD.net for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in used in four (4) hour increments (half day A.M. or half day P.M.) for positions which normally require a substitute, even if a substitute is not employed. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Sick
- State Sick (if available)
- State Personal
- Exemplary Attendance

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

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

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

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.

- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

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

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

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

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

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

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

Personal Leave

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

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

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

Guidelines for Use of Discretionary Personal Leave. *The use of discretionary personal leave is limited to a maximum of five (5) days per school year, with no more than three (3) consecutive days. As attendance is required on the following days, discretionary leave may not be used on:*

- *The day before or after designated holidays*
- *Professional, staff learning, and/or purposeful planning days*
- *First or last day of school*
- *End of semester, or year-end exams*
- *Standardized, state testing dates*

Absent extenuating circumstances that are pre-approved by the employee's supervisor and the appropriate form is filled out prior to the absence, employees that exceed the five (5) days maximum per school year or the three (3) consecutive days as well as those absent on the aforementioned dates where attendance is required, will receive a dock in pay.

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

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave may be used for the following reasons only:

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

Local Leave

The District provides additional sick leave beyond the state minimum leave program. All employees shall earn paid local leave each year at the rate of one-half leave day for each eighteen (18) days of employment for the first 180 workdays of the employment year. One day shall then be earned for each twenty-two (22) workdays of the employment year, up to the maximum given for each type of position. Paid local leave shall be available as follows:

An employee in a ten-month position, or who normally works less than 202 days, shall earn five paid local leave days per year.

An employee in an 11-month position, or who normally works between 202 and 224 days, shall earn six paid local leave days per year. This shall include 11-month custodians.

An employee in a 12-month position, or who normally works more than 224 days, shall earn seven paid local leave days per year.

Local leave shall only be used for the same terms and conditions of state sick leave accumulated before the 1995-96 school year. Local leave shall accumulate to a maximum of sixty (60) days and have no cash value except through the buy-back program at retirement.

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

School Business Leave

Most school business absences occur when campus/district administrators request for their employees to attend an event/conference. All school business leave must be pre-approved in writing by the employee's supervisor before the date of the absence. Approval of leave for school business does not equate to approval for coverage or reimbursement of travel costs and expenses. Travel costs must be pre-approved in writing by the employee's supervisor utilizing the forms and procedures established by the district. For additional information regarding coverage or reimbursement of travel costs, please refer to Policy DEE.

Employee Wellness Days

All employees who are eligible for the use of wellness days will adhere to the following guidelines for the 2025-2026 school year:

- All employees eligible to receive a total of (4) Employee Wellness Days can use up to 2 days in the fall semester, and 2 days in the spring semester. Unused days may not carry over.
- All employees eligible to receive a total of (2) Employee Wellness Days can use up to 1 day in the fall semester, and 1 day in the spring semester. Unused days may not carry over.
- Employee Wellness Days must be utilized in full day increments.
- Discretionary use of Employee Wellness Days will not be approved for days scheduled for standardized assessments or during peak district-wide absentee periods, as determined by the Superintendent and/or her designee.
- Highly recommended that you request in advance to increase opportunity for guest educators to take the job.
- Additional discretionary use of Employee Wellness Days **will not be approved** in the following instances:
 - When requests fall on days immediately [before or after holidays](#).
 - When requests fall on consecutive days (e.g., asking for Tuesday-Friday off work to use all 4 days at once).
 - When requests fall during working days that fall on Thanksgiving week and/or the last week of December (for applicable employees).
 - When requests fall during the first and last week of the [student calendar](#) (for campus and central admin).
 - When requests fall on district-wide scheduled [Purposeful Planning days](#) (for campus and central admin).
 - When requests fall the day after the Superbowl [2/8/26] (for campus and central admin).
 - When supervisors' established daily cap/threshold of maximum staff absences is reached on a first come, first serve basis, or if there is a potential negative impact on safety and operational effectiveness at the campus or department. Each department's cap/threshold is determined by the respective Chief. Campus thresholds are determined as follows:

- Early Childhood/Elementary - 5
 - Middle - 6
 - High - 10
- Requests to exchange or otherwise use Employee Wellness Days toward other forms of employee leave (Catastrophic Leave Bank, State, Personal, Non-Duty, FML, etc.) are not approved.
 - Days will remain effective through the end of the employee's 2025-2026 work calendar, at which time they will NOT carry over and/or accumulate into the following school year if unused.
 - Full-Time Hires that start after October 1 receive 1 wellness day for the fall semester, and 2 wellness days for the spring semester. Hires that start after March 1 receive 1 wellness day for the spring semester.
 - Teachers will continue to be encouraged to request a Guest Educator in advance when using their Employee Wellness Days. Availability of a Guest Educator will be reliant on how early in advance the teacher can post their absence, although not required, so that the posting is available for Guest Educators to view and accept.
 - Days can begin getting used as of September 1, 2025.
 - Days cannot be donated to another employee.

Vacation

Policy DED

A District employee who is employed in a 261-day position with one or more years of continuous employment shall be granted ten working days of paid vacation per year. An eligible employee who has completed at least six months but less than one year of employment shall be granted 5/6 of a working day of paid vacation for each month of employment.

An employee must be employed a minimum of six months before taking vacation days. All earned vacation days must be used within 18 months or shall be lost. Vacation days shall not accumulate beyond 18 months.

Employees who work 261 days shall observe the holiday schedule as established by the Superintendent.

Non-Duty Days

Professional and paraprofessional staff employed on a 12-month 230 workday assignment have flexible unpaid leave days outside of the District's defined annual holiday schedule. These days are termed "non-duty" days. The District determines the number of non-duty days prior to July 1 each year. Non-duty days may be taken during the duty year and shall be taken at such times that will least interfere with the performance of the employee's duties and the staffing needs of the District. An employee shall be required to obtain advance approval from his or her supervisor before taking non-duty days and must provide sufficient notice to allow the supervisor to consider the District's staffing needs before approval of non-duty schedules.

Professional Staff (Exempt). An employee may request to carry over no more than two (2) non-duty days to the next school year by completing a Non-Duty Carry-Over Request Form. All carryover non-duty days must be used before the end of December of the carry-over plan year. Non-duty days not used will be removed from the employee's available leave balance. Should the employee leave the district, the employee will only be paid for non-duty days worked in excess of the number of non-duty days taken during the plan year.

Paraprofessional Staff (Non-Exempt). An employee may request to carry over no more than two (2) non-duty days to the next plan year by completing a Non-Duty Carry-Over Request Form. All carryover non-duty days must be used before the end of December of the carry-over plan year. Should the employee separate from the district, any days carried from the previous year shall be paid at their daily rate on their 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, non-duty leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of non-duty leave the employee used beyond his or her pro rata entitlement for the school year.

Holidays

Irving ISD provides regular full-time Facilities, Grounds, Operations, Security, Transportation, Warehouse, and Science Center employees who are scheduled to work 261 days during the District's fiscal year with 8 regular plus 2 floating holidays as scheduled by the Superintendent or designee. Employees who are still in their 30-day probationary period are not eligible for holiday pay. At the completion of the 30-day evaluation period, employees are eligible for fixed holiday pay only. All holidays must be taken in full-day increments. The Security and Operations division, because of the nature of their work, follows different guidelines for the use of holidays. Questions from security or operations employees should be directed to the department director. Two [2] of the ten [10] holidays will be designated as floating holidays.

New employees must wait 6 months following the date of placement as a regular employee before taking floating holidays.

The use of paid holidays will be according to procedures developed by department directors and in keeping with the different staffing needs of the various departments. In order to receive holiday pay, an employee must have been paid for the day immediately before and the day immediately following the holiday. The pay can be for regular pay, sick leave pay, vacation pay, or pay received from the Sick Leave Bank. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) multiplied by the number of hours the employee would otherwise have worked on that day. Paid holiday and floating holiday hours count toward the computation of overtime.

Catastrophic Leave Bank (Formerly Sick Leave Bank)

The Board authorizes the establishment of a Catastrophic Leave Bank with membership available to all full-time employees on a voluntary basis. The purpose of the Bank is to provide income replacement for members that experience a personal catastrophic illness/injury that forces the member to exhaust all leave time earned and lose compensation from the district. Examples of catastrophic illnesses include heart attack, stroke, cancer, etc.

The Superintendent or designee(s) shall develop the administrative regulations concerning membership, contribution or usage of days, procedures for applying for leave days from the Bank, the methods for selection of the appeals committee of the Bank, the term of office for the appeals committee members, the duties and responsibilities of the advisory committee, and all other procedures and operations of the Bank as the Superintendent or designee may deem necessary for the Bank to function. Bank guidelines for membership may be requested by emailing HR-BenefitsandLeaves@IrvingISD.net.

Family and Medical Leave Act (FMLA)—General Provisions

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

What is FMLA leave?

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

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

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

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

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

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

Am I eligible to take FMLA leave?

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

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

Airline flight crew employees have different "hours of service" requirements.

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

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

How do I request FMLA leave?

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

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

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

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

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

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

What does my employer need to do?

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

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

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

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

If your employer determines that you are eligible, **your employer *must* notify you in writing:**

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

Where can I find more information?

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

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



Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured forward from the date an individual employee's first FML begins.

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently. Teachers have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child.

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

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

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

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

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

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

District Contact. Employees that require FML or have questions should contact HR-BenefitsandLeaves@IrvingISD.net for details on eligibility, requirements, and limitations.

Temporary Disability Leave

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

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's

statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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

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

Temporary Medical Leave for Noncontract Employees

A full-time non-contract employee who is not eligible for temporary disability leave as provided by the Education Code shall, upon request, be granted a temporary medical leave of absence for the period of time during which the employee is physically unable to perform regular duties due to an illness or disability. Temporary medical leave shall be made available only after the employee has exhausted all paid leave benefits, including vacation/non-duty. Temporary medical leave shall be unpaid. [See (DEC Local) for temporary medical leave placement].

Employees must request approval for temporary medical leave. An employee's notification of the need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary medical leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 45 calendar days per 12- month period. For purposes of an employee's entitlement to temporary medical leave, the 12- month period shall be measured backward from the date the employee used temporary medical leave.

When an employee is ready to return to work, HR-BenefitsandLeaves@irvingisd.net should be notified at least 30 days in advance or as soon as possible. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties.

**Employees on Temporary Disability Leave or Temporary Medical Leave are responsible for the total cost of the medical insurance premium, which includes the District's contribution. If paid leave (personal illness & personal day accruals) is exhausted and/or sufficient funds are*

unavailable in the employee's paycheck, the employee must remit payment to the District to cover the cost of medical and supplemental insurance premiums.

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 extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported via the first report of injury form found at www.irvingisd.net/injured.

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

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

Bereavement Leave

Absences reported due to death in the family require the use of any combination of accrued local sick leave, state sick leave, and/or state personal leave, not to exceed five (5) workdays per occurrence. If no accrued leave is available, absences will be unpaid.

Jury Duty

Policies DEC, DG

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

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

Compliance with a Subpoena

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

Truancy Court Appearances

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

Religious Observance

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

Military Leave

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

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

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact HR-BenefitsandLeaves@IrvingISD.net for details on

If unable to return to work at the end of the paid leave and any extension, a police officer may use accumulated sick, vacation, and other accrued leave before being placed on unpaid temporary leave. At the end of temporary leave, the police officer will be reinstated at the same rank and with the same seniority the person had before going on temporary leave.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities.

District Communications

The Office of Marketing and Communications is the voice of the District, ensuring students, parents, staff and community are informed about and engaged with our schools, program offerings and support systems. We communicate this information in a strategic and timely

manner, encouraging all stakeholders to become District advocates.

The talents of the team include communication strategies, storytelling, social media, digital marketing, web design and architecture, traditional marketing, graphic design, branding and style, videography and more.

The Office of Marketing and Communications also uses storytelling to share the good news of the District on an online newsroom, *The Insider*. The newsroom publishes up to four stories and videos a week, spotlighting students and staff, capturing human interest stories and releasing newsworthy information. The online newsroom can be found by visiting

www.theinsider.irvingisd.net

The Office of Marketing and Communications also facilitates communication with outside media and news outlets. If you are contacted by a member of the press, please reach out to the Office of Marketing and Communications for assistance prior to making any statement in your official capacity as a District employee.

Additional Channels for Communicating District News and Information

- Irving District Website: www.irvingisd.net
- Social Media:
 - Facebook: facebook.com/IrvingSchools
 - Spanish Facebook: facebook.com/IrvingSchoolsEspanol
 - Twitter: twitter.com/IrvingISD
 - Instagram: instagram.com/irvingisd
 - Nextdoor: <https://nextdoor.com/agency/irving-isd>
 - Peachjar: <https://www.irvingisd.net/peachjar>
- School Messenger: Our automated communication system that sends calls, emails and text messages involving emergencies, school closings and other important announcements.
- ISTV - Irving ISD's TV channel. See programming at istv.irvingisd.net; on cable at Verizon Fios channel 33, Time Warner Cable channel 98 and AT&T U-verse under the Government/Education section.
- Constant Contact: Utilizing the constant contact email platform, regular emails are sent to both internal and external stakeholders featuring the District's top stories and information.
- ITK (In the Know) - Newsletter sent to all Irving ISD employees designed to inform staff about news, announcements and helpful information twice a week and as needed for bigger announcements.

To learn more about the Office of Communications and Marketing and request their services, please visit their website at

[https://www.IrvingISD.net/Communications.](https://www.IrvingISD.net/Communications)

Complaints and Grievances

Policy DGBA

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is noted in Board Policy [DGBA \(LOCAL\)](#).

Standards of Conduct

Policy DH

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

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

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

Unauthorized recordings

No employee may make an unauthorized audio or visual recording of a conversation or meeting pertaining to district business unless the employee making the recording notifies all participants in the conversation or meeting of the recording. An employee making an authorized recording shall ensure that the recording device is located in plain view for the duration of the conversation or meeting. Secret recordings shall be prohibited. These provisions are not intended to limit or restrict recordings involving authorized investigations conducted by District personnel or any meeting recorded in accordance with Board policy, including Board meetings,

grievance hearings, and audio recordings of meetings or proceedings at which the substance of an employee grievance is discussed.

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

Texas Educators' Code of Ethics

Purpose and Scope

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

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

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

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;

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

Examinations During Employment. *The Superintendent or designee may require an employee to undergo a medical examination/test if information received from the employee, the employee's supervisor, or other sources indicates the employee has a physical or mental impairment that interferes with the employee's ability to perform essential job functions or poses a direct threat to the health or safety of the employee or others.*

Dress Code

Policy DH

Employees are expected to dress in a manner which reflects professional status and reinforces the standards set for students. The District is proud of its professional image in the community. It is important that all employees conduct themselves at all times in a manner that best represents the District and the individual. What employees wear reflects on the District, just as much as the District and its image in the community reflects on employees.

General Guidelines:

- *Appropriate professional clothing includes, but is not limited to, suits, skirts, slacks, capri-length slacks, sleeved dresses, dress slacks or khakis, blouses, polo shirts, turtlenecks, oxfords, sweater and vests, blazers, or sport coats. Garments shall be appropriate length – the hem of the garment shall be at approximately the knee; capri-length slacks – between mid-calf and the ankle.*
- *T-shirts, jeans and/or tennis shoes are not acceptable attire for professional personnel. The only exceptions are in assignments such as physical education when professional dress is not appropriate or on designated spirit days (Fridays), when appropriate t-shirt, jeans, and/or tennis shoes are permitted. Jeans must be appropriately fitting – neither too tight nor too loose. Jeans should not be frayed, torn or have holes or tears.*
- *Employees are required to visibly wear photo ID badges at all times.*
- *The principal or supervisor has ultimate discretion as to what is appropriate for the campus or department.*

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is noted in Board Policy [DIA \(LOCAL\)](#).

Harassment of Students

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

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

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

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

Reporting Suspected Child Abuse section and the *Bullying* section of this handbook for additional information.

Procedures for reporting and investigating harassment of students are listed below:

Definitions

“Solicitation of a romantic relationship” means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator’s job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
 - a. The nature of the communications;
 - b. The timing of the communications;
 - c. The extent of the communications;
 - d. Whether the communications were made openly or secretly;
 - e. The extent that the educator attempts to conceal the communications;
 - f. If the educator claims to be counseling a student, SBEC may consider whether the educator’s job duties included counseling, whether the educator reported the subject of the counseling to the student’s guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and
 - g. Any other evidence tending to show the context of the communications between educator and student.
2. Making inappropriate comments about a student’s body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
3. Making sexually demeaning comments to a student.
4. Making comments about a student’s potential sexual performance.

5. Requesting details of a student's sexual history.
6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
8. Inappropriate hugging, kissing, or excessive touching.
9. Providing the student with drugs or alcohol.
10. Violating written directives from school administrators regarding the educator's behavior toward a student.
11. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
12. Any other acts tending to show that the educator solicited a romantic relationship with the student. *19 TAC 249.3(51)*

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or other inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See DH]

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or

pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Procedures for Reporting

Any student who believes that he or she has experienced prohibited conduct and any person who believes that a student has experienced prohibited conduct should immediately report the alleged acts to a teacher, school counselor, principal, other District employee, or the appropriate District official listed in this policy.

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 shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 24 hours after the employee has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety (DPS), a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

A person responsible for the care, custody, or welfare of the child (including a teacher) is required to report alleged abuse or neglect to DFPS even if a report is made to law enforcement.

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 DFPS can be made using the Texas Abuse Hotline (<https://www.txabusehotline.org/Login/Default.aspx> or 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, a person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

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

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

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

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at www.irvingisd.net/reportabuse. 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. Abuse in the Texas Family Code is defined to include any sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, 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*.

Reports to Texas Education Agency

Policies DF, DHB, DHC

The conduct of an employee must be reported to TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

For a certified employee the conduct below must also be reported:

- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

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

Crime

Policy DG

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

Scope and Sequence

Policy DG

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

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

Technology Resources

Policy CQ

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

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.
- Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students

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. Employees with questions about computer use and data management can contact Technology Services.

Staff Cell Phone Use During Instructional Time

Policy CQ

Personal phone usage during work hours distracts employees from their job responsibilities and may be disruptive to coworkers and instruction.

To support a focused and effective learning environment, Irving ISD staff are expected to refrain from personal cell phone use during instructional time. This policy ensures that educators

remain fully engaged with students and instructional responsibilities, modeling appropriate digital behavior. Employees are expected to inform friends and family members of this procedure and will be held accountable for their actions under the District's disciplinary procedure.

This directive aligns with the requirements of Texas House Bill 1481, which amends Texas Education Code Section 38.0232, mandating that school districts implement policies prohibiting student use of personal communication devices during the school day. Staff adherence to this standard reinforces district-wide efforts to maintain instructional integrity and comply with state law.

Personal Use of Electronic Communications

Policy CQ, CY, DH

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.

- The employee shall not use district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH(EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH(EXHIBIT)]

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

Electronic Communications between Employees, Students, and Parents

Policy DH

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

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who

claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

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

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

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

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:

- The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message; and/or
- The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 7:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- **The employee has no expectation of a right to privacy with respect to communications with students and parents.**
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee shall 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, in accordance with the district's record retention policy.

- An employee shall notify his or supervisor in writing **within 24 hours** if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Policy DH, GB

Employees should not maintain District information on privately owned devices. Any district information must be forwarded or transferred to the District to be preserved. If an employee does have work-related information on a privately-owned device, the employee may be directed to provide access to such work-related information upon request. Employees do not hold individual privacy rights to work-related information, which may be subject to the Public Information Act or FERPA disclosure. 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

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

Employee Arrests and Convictions

Policy DH, DHB, DHC

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

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

- Crimes involving moral turpitude

Moral turpitude includes the following:

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

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

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies DHB(LEGAL) and DHC(LEGAL) for timelines and conduct that will result in reporting.

Alcohol and Drug-Abuse Prevention

Policy DH

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

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

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant,

- depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
 3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
 4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

Please note that some substances that can be legally obtained in Texas or other states may contain controlled substances that are prohibited under the Federal Drug-Free Workplace Act. An employee who tests positive for use of a federally prohibited controlled substance may be subject to disciplinary sanctions.

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

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

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

Fraud and Financial Impropriety

Policy CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions

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

Fundraisers and Cash Handling { XE “Fundraisers and Cash Handling” }

Policy CAA, CFD, FM, GE

All fundraisers by student organizations and school-affiliated organizations must be approved in advance by the principal or appropriate supervisor. The District has established procedures for handling and processing all cash collections/payments at the campus and administrative office/department/division levels.

Campus-based employees should consult with their principal regarding the responsibilities for accepting, receiving, and depositing cash from students and for all school-related activities. If applicable, non-campus-based employees should consult with their administrator for cash handling procedures involving their office/department/division.

The District has established Board policy regarding activity funds. The principal (campus administrator) is responsible for the school's activity funds. Inappropriate cash handling can lead to administrative and legal action. Parent Teacher Association (PTA) and booster club officers are responsible for their organization's operations and fundraisers including the handling of funds for their organization.

Each individual booster club is to be regulated by its guidelines as an independent non-profit organization and is subject to UIL regulations and Board policy. Policies and procedures are in place to protect the employee or volunteer responsible for cash handling. Failure to follow proper cash handling and accounting procedures can lead to administrative and legal action.

Use and Disposal of IISD Property { XE "Property Disposal" }

Policy CI

Employees are advised that no property of the Irving Independent School District is to be used or sold for personal gain by any District employee. Further, District property is not to be "borrowed," taken off District premises, or utilized for non-District purposes by any employee or other person. District employees are expected to properly use and safeguard District property in their department.

According to the Texas Penal Code, Section 1.07(41), all District employees are public servants and therefore subject to prosecution under the Penal Code regarding offenses against public administration, including abuse of office (Texas Penal Code Chapter 39). All District employees shall perform their duties in conformity with District policy, ethical standards, and state and federal law.

All rights and titles to District property, whether real or personal, are vested in the District's Board of Trustees. Only the Superintendent or designee is authorized to declare District materials, equipment, furniture, books, pamphlets, to be outdated or unusable ("Surplus Property").

The Director of Purchasing is responsible for the disposal of Surplus Property. Proper disposal by said director may be through public auction or sealed bids, salvage for parts, trade in on new equipment, sale for scrap, or destruction. No person, other than the Director of Purchasing, Coordinator of Document Services and Fixed Assets or an individual expressly authorized by the Superintendent, may dispose of District property.

Endorsements

Policy DBD

An employee shall not require or use undue influence to pressure students or employees 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 shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

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

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

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

Charitable Contributions

Policy DG

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

Safety and Security

Policy CK series

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

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

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

- Observe all safety rules.

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

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

Employees with questions or concerns relating to safety programs and issues can contact the Chief of Administrative Services or the Director of Safety and Security.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor, School Resource Officer, or call the Irving Police Department immediately.

Visitors in the Workplace

Policy GKC

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

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 office of the Chief of Administrative Services and is available for inspection during normal business hours.

Pest Control Treatment

Policies CLB, DI

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

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

Other Topics

School Safety { XE "School Safety" }

Irving ISD is committed to the safety of our staff, students, and visitors. To ensure the safest environment possible, everyone must be committed to following safety protocols and remember that if they see something that looks suspicious, they should report it immediately by calling 911. The following protocols shall be followed at all times:

- *All exterior doors at Irving ISD buildings shall be closed, locked, and secured at all times. Exterior doors shall not be propped open or left unlocked.*
- *Classroom, gym, auditorium, and field house doors shall be closed and locked at all times.*
- *No device will be placed on any door that would interfere with its normal closing and locking.*
- *Doors that need to be opened for any period of time will be physically monitored at all times by a staff member.*
- *All other equipment/storage closets, electrical rooms, etc. shall be locked at all times.*
- *Any door or door lock that becomes inoperable must immediately be reported to Security Dispatch at 972-600-5134 and to the campus/building administration.*

Electronic Surveillance. *Electronic surveillance equipment is used from time to time on campus and at school sponsored activities. Teacher behavior recorded on electronic surveillance equipment is subject to review as documented behavior for evaluation and employment decisions.*

National School Lunch Program { XE “National School Lunch Program” }

Meals are available for employees to purchase through their campus or assigned-building’s cafeteria. The price for employee-purchased meals must be set by the District in accordance with federal guidelines. No free cafeteria food is available for any employee or other adult. Please note that eating without payment, giving away, or mishandling food that has been subsidized through the National School Lunch Program can constitute a federal crime and result in disciplinary consequences and criminal penalties; this includes eating cafeteria food that is intended for students.

General Procedures

Emergency School Closing

Policy EB

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

News Media Contact

Irving ISD central office administrators will strive to contact the news media by 5:45 a.m. on days of school closings or delayed starts. Only specified administrators are authorized to contact the news media regarding school plans for the day. Radio stations to be contacted include:

- KEGL
- KESS (Spanish)
- KLUV
- KRLD
- WBAP

Television stations to be contacted include:

- KDFW – Fox 4 (Ch. 4)
- KXAS – NBC 5 (Ch. 5)
- WFAA – ABC (Ch. 8)
- KTVT – CBS 11 (Ch. 11)
- KERA – PBS (Ch. 13)
- KUVN – Univision (Ch. 23) [Spanish]
- KDAF – The 33 (Ch. 9)
- KXTX-TV – Telemundo (Ch. 39) [Spanish]
- ISTV – (Verizon Ch. 33/Time Warner Ch. 98)

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire

extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

Tornado Occurrence

Should emergency situations such as a tornado warning or other severe weather occur, principals are charged with the responsibility of exercising judgment with extreme caution for the safety and welfare of students. Based upon U.S. Weather Bureau reports, school buses may be detained at the schools until it is determined that it is safe to dismiss the students.

Principals may grant students special permission to leave with parents.

Ice, Snow, and Hazardous Street Conditions

The District's schools will remain open, provided buildings can be comfortably heated and students can arrive at school safely. When conditions of inclement weather, icy roads, or lack of adequate heat exist, the Superintendent or designee will make a decision as to the closing of schools either for the entire day or a portion of the day.

If schools are closed or delayed in opening for the day, the Superintendent or designee will notify all IISD parents and staff using the SchoolMessenger notification system. All efforts will be made to send the notification by 5:45 a.m. the morning of a change in school operations. If the decision to close or delay school is made in the evening prior, then both parents and staff will receive notification via SchoolMessenger. All efforts will be made to send the notification by 10:00 p.m. the evening before a change in school operations. In addition, information regarding a change in the school day will be posted at the IISD website and area news media will also be notified.

In the event that the SchoolMessenger notification fails to reach any staff members, principals and central office administrators are instructed to make telephone contact with employees immediately after receiving operational plans from the Superintendent or designee. All principals will devise campus plans for notifying their staff members of the day's revised procedures and central office administrators will notify all personnel under their supervision.

On a day of school closing or delayed opening, messages will also be posted at the IISD website, www.irvingisd.net, on the radio and television stations listed above under Emergency School Closing and on social media networks maintained by the Office of Communications.

In the event of a late opening, all school personnel are expected to be on duty one hour prior to the determined delayed starting time for students. Buses will be scheduled to run one hour later than the regular schedule. Principals are advised to develop bell schedules, lunch schedules, etc., for delayed starting times of 9:00 a.m., 9:30 a.m., and 10:00 a.m. The latest delayed starting time that will be considered by the District is 10:00 a.m.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Purchasing Department through the official District requisition accounting system. No purchases, charges, or commitments to buy goods or services for the District can be made without a properly drawn purchase order. In an emergency declared by the Board of Trustees or their delegated proxy or in the event that there are technical problems with the accounting software that prevent the production of a purchase order, the Superintendent or designee may grant permission to purchase without a properly drawn purchase order. The District will not reimburse employees or assume responsibility for purchases or expenses made without authorization. Employees are not permitted to use District funds to purchase supplies or equipment for personal use. The Purchasing website has links to the Purchasing Manual and Quick Tips or you may contact the Purchasing Department for additional information.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify HR-StaffingAssistants@IrvingISD.net if there are any changes or corrections to their name and/or marital status.

Home address, contact telephone number, emergency contact, or beneficiary changes should be made through Employee Self Service.

Personnel Records

Policy DBA, GBA

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

Employees may choose to have the following personal information withheld:

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

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to HumanResourcesDirectors@IrvingISD.net. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the

information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

Facility Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The *Custodial Services & Facilities Rental Manager* is responsible for scheduling the use of facilities after school hours. Contact *Custodial Services & Facilities Rental Manager* to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE, DHB

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

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

The principal is required to notify the superintendent of an educator's resignation within seven business days of the following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- Illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The superintendent is required to report such conduct to SBEC.

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

The principal or director is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days for any of the following:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor,
- Was involved in or solicited a romantic relationship with a student or minor
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The superintendent is required to report such conduct to SBEC.

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB, DP

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

The reporting requirements for termination of a contract are the same as those listed above in Resignations/Contract Employees.

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

Dismissal of Noncontract Employees

Policies DHC, DP

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

The reporting requirements for termination of a noncertified employee are the same as those listed above in Resignations/Noncontract Employees.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If the Title 5, Penal Code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Exit Interviews and Procedures

Any employee leaving the District is required to complete an employee exit form. Leaving employees are also encouraged to participate in an exit interview. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Upon separation of employment, all District owned property, ID card and resources must be returned to the supervisor. Absent exigent circumstances, an employee is responsible for removing their own personal property from their workspace prior to their last effective date of employment.

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, Irving 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 Samuel Hernandez, 2621 W Airport Fwy, Irving, TX 75062, sahernandez@irvingisd.net, 972-600-5023, the District Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should be directed to Sofia Lopez, Director of At-Risk & Responsive Services, 2621 W Airport Fwy, Irving, TX 75062, soflopez@irvingisd.net, 972-600-5027, the District ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records

Policy FL

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- Legal Guardians: Adult(s) granted the legal rights to access the student's educational records by a court of law or lawfully executed document.

NOTE: The term "parents" is used in this Handbook to include both parents and legal guardians, as defined above.

- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the Office of Document Services for assistance.

Teachers may display students' assignments, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement.

However, the District will seek parental consent (Student Directory Information Form Release of Directory Information for School-Sponsored Purposes) before displaying students' original work (such as artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works) on the District's website, a website affiliated with or sponsored by the District, such as a campus or classroom website, and in District publications, which may include printed materials, videos, or other methods of mass communication.

Teachers shall approve classroom assignments for appropriateness and acceptability before posting or transmitting.

No personally identifiable information about a District student will be posted on a webpage under the District's control unless the District has received written consent from the student's parent. An exception may be made for directory information as allowed by the Family Educational Rights and Privacy Act and District policy.

Parent and Student Complaints

Policy FNG

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

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

Administering Medication or Diabetic Care to Students

Policy FFAC, FFAF

Only designated employees may administer prescription medication, nonprescription medication or render care to students with diabetes. Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities. In accordance with the Nursing Practice Act, nurses will

not administer supplements, herbals, essentials oils, or homeopathic, which are not FDA approved or regulated. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen®), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with district policy and procedures. The school nurse in collaboration with the principal of every campus will designate the employee(s) and the school nurse will complete a training for each employee on medication administration. A student who must take any medication during the school day must fill out the designated district form from his or her parent and provide the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have

been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance

Policy FEB

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

Bullying

Policy FFI

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

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

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

Bullying Prohibited	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
Minimum Standards	In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.
Retaliation	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
Timely Reporting	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
Reporting Procedures	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	

Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Periodic Monitoring	The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	<p>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.</p> <p>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.</p>
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action	
<i>Bullying</i>	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<i>Discipline</i>	<p>A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
<i>Corrective Action</i>	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.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
<i>Improper Conduct</i>	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
Confidentiality	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
Appeal	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
Records Retention	Retention of records shall be in accordance with CPC(LOCAL).
Training	The District shall provide training to all campus staff that will include preventing, identifying, responding to, and reporting incidents of bullying.
Access to Policy and Procedures	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the

policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Hazing

Policy FNCC

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

Appendix A – Vehicle Safety and Use Guidelines and Procedures

Policy CNB

The following established guidelines and procedures are for all employees who operate a vehicle while conducting District business.

Purpose

To control the risk of loss in the operation of vehicles used in the conduct of Irving ISD business.

Summary

It shall be the practice of Irving ISD to promote the safe and accident-free operation of all vehicles used in conducting school business through proper driver management and safe driving practices.

Driver Responsibilities

Supervisors are responsible for ensuring that employees under their direction comply with all elements of this program.

All employees and officials who drive a vehicle to conduct District business must comply with applicable elements of this program and must complete the [District Driver Request Form](#).

Driver Qualifications

Only District employees and District officials shall be authorized to drive District vehicles, including vehicles rented by the District. Examples of those who may be required to drive District vehicles as part of their job or function include, but are not limited to:

1. Employees assigned to a vehicle (e.g., maintenance, technology, food service, administrators, etc.)
2. Coaches
3. Campus administrators
4. District administrators
5. School Board members

Driver's License

Employees and officials who drive on District business must have a current and valid Texas driver's license appropriate for the classification of vehicles they drive. Drivers are to have their license in their possession at all times during the operation of a vehicle. The driver's license must be shown to the driver's manager or other District administrators if requested. An employee driver shall immediately notify their supervisor when their driver's license has expired, been suspended, revoked, or restricted, or in the event of an accident, or receipt of any citations within 24 hours or by the end of the next business day. If revocations, suspensions, restrictions, or citations are challenged in court, the decision must be reported to

the supervisor within 24 hours or by the end of the next business day after the decision. Failure to do so may result in loss of driving privileges or other disciplinary action.

Age Requirement

Drivers under the age of 21 are prohibited from operating vehicles owned by Irving ISD. Exemptions to this rule may be granted on a case-by-case basis for employees 18 years of age or older with no history of violations or preventable accidents on their driving record.

DEFINITIONS:

District vehicle: any vehicle owned, leased, or rented by Irving ISD.

Privately Owned Vehicle (POV): any vehicle that is not owned, leased, or rented by the District but operated for the benefit of the District transporting students.

Preventable Accident: one in which the driver failed to exercise every reasonable precaution to prevent the accident.

Major Preventable Accident: one in which the driver deliberately and knowingly failed to exercise reasonable precautions to prevent the accident. This includes, but is not limited to, driving under the influence of drugs or alcohol, reckless driving, or excessive speeding as indicated on the traffic citation or determined by a reliable witness(es).

Non-Preventable Accident: one which includes, but is not limited to:

- Driver's vehicle was legally and properly parked
- Driver's vehicle was struck in the rear

Procedure

A. General Requirements for all Drivers of Vehicle on District Business include:

- a. Any Irving ISD driver shall have one and only one valid driver's license for the type of vehicle to be operated, issued within the requirements of their state of residence. They shall be physically and mentally fit, and, if required, meet physical requirements outlined in the Department of Transportation Regulations.
- b. Adherence to all traffic laws is mandatory; however, the driver is also expected to take reasonable defensive action, including reducing speed, when confronted with unfavorable driving situations, including road or weather conditions.
- c. All District-related vehicle accidents, whether preventable or non-preventable, will be thoroughly investigated, and appropriate vehicle accident reports will be prepared and submitted to the Director of Risk Management.

- d. Unsafe driving techniques, reckless driving, texting, or driving under the influence of intoxicating, illegal, or prohibited substances will not be tolerated and shall be grounds for corrective action, up to and including termination.
- e. District vehicles are to be driven only by the operator to whom the vehicle has been assigned or another operator to whom Irving ISD has authorized to operate a particular vehicle. District-owned leased, or rented vehicles are to be used only for District business and for transportation to and from the driver's usual place of employment when it is convenient to the District. Personal use is not permitted. Under no circumstances are hitchhikers or unapproved non-District passengers allowed in District vehicles.
- f. When a person operates a POV on District business, they will maintain liability insurance with at least state-required minimum limits. Proof of insurance will be required and maintained in the supervisor's driver personnel file. The supervisor will ensure current proof of insurance is on file before students are transported.
- g. If the vehicle is equipped with safety belts, it shall be properly fastened and used at all times by all occupants of District vehicles and POVs. It is the responsibility of the approved driver to verify if the student(s) they are transporting require a car or booster seat according to the National Highway Traffic Safety Administration's safety recommendations based on weight and height. More information is located here: <https://www.nhtsa.gov/vehicle-safety/car-seats-and-booster-seats>
- h. A driver of a District vehicle or POV will assume costs resulting from traffic violations or criminal charges (excluding property damage or personal injury). This includes traffic fines, parking fines, bail bonds, legal defense of criminal charges, etc. The District expects all drivers to operate vehicles legally and safely.
- i. Under no circumstances will fatigue be considered a valid excuse for an accident. The District does not expect any driver to endanger life and property by working beyond their physical endurance; therefore, the responsibility to avoid an accident due to fatigue rests solely with the driver.
- j. The District's legal obligations and those of the insurance company must be met whenever an accident occurs while driving on District business. The following reporting requirements are necessary:
 - 1. Police reports - The employee who was involved in an accident (no limit on dollar value) must complete any report required by law enforcement and prepare an IISD Vehicle Accident Report form or its equivalent. If necessary, the supervisor of the employee involved will prepare the report. Reports must be completed within twenty-four (24) hours and submitted to HR-Risk@irvingisd.net.

Suppose the accident was serious or involved a fatality. In that case, the employee's supervisor, Irving ISD Human Resources, and Irving ISD Safety and Security must be notified by telephone or radio immediately.

2. Supervisor's Vehicle Accident Investigation - A thorough investigation of each accident is essential to identifying the necessary action to prevent a recurrence. The immediate supervisor of the vehicle operator involved in an accident is to complete the report as soon as possible, with a preliminary report sent to HR-Risk@IrvingISD.net no less than forty-eight (48) hours following the accident.

- k. Drug testing may be required after an accident. See Irving ISD Board Policies DBB and DHE.
- l. Violations of the District and state motor vehicle rules and procedures will result in corrective action, up to and including the recommendation of termination of employment, depending on the severity of the violation and based on the following disciplinary guidelines:
 - 1st Preventable Accident - This will result in the review of a driver safety video and a written performance correction notice/summary of conference. The employee will not be allowed to operate District motorized equipment until all requirements are complete.
 - 2nd Preventable Accident - This will result in the required completion of a Defensive Driving course (at the expense of the District), review of a driver safety video, a written performance correction notice/summary of conference, and the employee will not be allowed to operate District motorized equipment until all requirements are complete.
 - 3rd Preventable Accident - Driver will be subject to termination or assignment to a position not requiring vehicle operation.

NOTE: If an exception to the above guide is made, the driver's supervisor must prepare a written statement as to why the employee should be exempted. This statement must be approved by the superintendent (or designee) of Irving ISD and included in the employee's permanent personnel file.

- m. Escalation of correction notices based on repeated preventable accidents (i.e., 1st, 2nd, 3rd) will be based on a 36-month window beginning on the date of the 1st Preventable Accident. The driver's supervisor shall provide a copy of all documentation to the Director of Benefits, Risk Management, and HR Systems immediately following finalization of the accident review process.
- n. A Preventable Accident remains in the employee file but will no longer be counted towards disciplinary decisions after 36 months from the date of the accident.

- o. Major Preventable Accidents may result in immediate termination at the discretion of the Human Resources Department.
- p. Approved drivers who have their Driver's License suspended or invalidated, for any reason will be disqualified from operating a District vehicle and will be subject to termination.
- q. Any driver must advise their supervisor immediately in case of a moving violation conviction, or accident, on or off the job. Failure to advise the supervisor or attempt to conceal the information will result in corrective action, up to and including termination.
- r. An employee who has obtained 10 points on their driving record with the State of Texas will be disqualified from operating a District vehicle and will be subject to termination.

Motor Vehicle Review (MVR) Review

District vehicle drivers must read and sign a Motor Vehicle Record (MVR) consent form that permits Irving ISD to complete a motor vehicle background check.

All drivers shall have their MVR reviewed prior to driving a District vehicle for the first time. Employees whose job descriptions include driving a District vehicle shall have their MVR reviewed upon hire. MVR checks are valid for one (1) year. Drivers with unacceptable MVRs shall be prohibited from operating an Irving ISD vehicle. Any change in the status of an MVR will result in an immediate MVR review and possible change in driving status.

Each year, each employee operating a District vehicle or POV transporting students will complete the online Driver Request Form to conduct a driver's record check. The form can be located at www.irvingisd.net/risk.

Driving Requirements

Employees and officials who drive District-owned vehicles on District business must follow all rules outlined in this program. When operating District vehicles, drivers should remember that their driving habits reflect on the District and its other employees and officials. Irving ISD vehicles must be used legally, courteously, and safely.

- Drivers must wear seat belts and require seat belts to be worn by their passengers.
- Alcohol, tobacco products, e-cigarettes, and other vapor products are not allowed in District vehicles.
- Drivers must not place or answer phone calls while driving District vehicles unless using a hands-free device. If no hands-free device is available, drivers must pull off the road to a safe location to place or answer calls.

- Drivers must do a walk-around inspection of any District vehicle before driving it to check for any visible maintenance or safety issues.
- Drivers are not allowed to operate a District vehicle continuously for more than 10 hours per day in good driving conditions and are strongly encouraged to plan mini breaks every two hours during long periods of driving.
- Drivers are responsible for the care of District vehicles assigned to them and may be held responsible for improper care and abuse of the vehicle. Misconduct could lead to withdrawal of driving privileges and/or disciplinary actions.

Department of Transportation (DOT) Regulated Vehicles

Any vehicle traveling across state lines with a gross vehicle weight rating over 10,000 lbs. (e.g., box trucks/moving vans) is subject to DOT regulations. Each driver must have a DOT compliant driver file maintained in the Transportation Department before being allowed to drive vehicles within this classification.

In addition to a DOT-compliant driver file, any driver of a vehicle with a gross vehicle weight rating over 26,000 lbs. (e.g., dump trucks, large construction vehicles, buses) must possess a valid commercial driver's license and be in compliance with DOT regulations.

The Irving ISD Transportation Department will be responsible for evaluating the applicability of DOT regulations to this District's operations and ensuring compliance with those regulations. All drivers of DOT-regulated vehicles will have responsibilities beyond those outlined in this policy and will receive additional training and information.

Point System for Screening District Drivers

Irving ISD uses a point system to screen drivers who drive District vehicles. Points are assessed based on violations listed on the driver's MVR as well as for preventable vehicle accidents. Irving ISD will use points to apply disciplinary action as follows:

- **3-5 points:** Driver will receive a courtesy letter/email.
- **6-9 points:** Driver will receive a warning and must successfully complete a driver improvement course.
- **10-and above points:** Driving privileges will be suspended and the employee will be subject to termination.

Points will accumulate for a period of 3 years before they are removed, with the exception of points received for major violations listed. Points received for major violations will remain for a period of 10 years. Points issued for vehicle incidents and violations are determined from the point classification descriptions below. Violations and points listed below are to be used as a guide and are not intended to be all-inclusive. Penalty points will be awarded as appropriate based on severity for any violations not specifically listed in this document.

Penalty Points for Major Violations

Assess ten (10) penalty points for each major violation if the date is within ten (10) years of the date of the driving record evaluation. Major violations include:

Driving while intoxicated (DWI)
Driving under influence (DUI)
Assault with motor vehicle
Felony involving a motor vehicle
Driving while license suspended
Driving while impaired
Fleeing a police officer
Administrative License Revocation (ALR)

Penalty Points for Moving Violations

Assess three (3) penalty points for each moving violation if the date is within three (3) years of the date of the driving record evaluation. Moving violations are defined as all moving traffic violations not listed in the major violations category. They do not include non-moving administrative offenses.

Examples of moving violations include, but are not limited to:

- Speeding
- Disregarding a traffic signal
- Disregarding a stop sign
- Failure to use turn signal
- Failure to yield right of way
- Improper passing
- Tailgating
- Failure to wear a seat belt
- Cell phone use in a school zone
- Failure to stop at stop sign
- Racing/speeding contest
- Careless/reckless driving

Penalty Points for Preventable Vehicle Accidents

Points for preventable vehicle accidents will be assessed immediately for accidents in a District vehicle or when identified on the driver's MVR. Multiple accidents will be assessed points on a graduated scale as follows: Assess three (3) penalty points for the first preventable accident.

Assess three (3) additional penalty points for a second preventable accident within three years of the date of the first accident. Assess four (4) additional penalty points for a third preventable accident within three years of the date of the first accident. Three preventable vehicle

accidents within a three-year period will add to 10 points and result in the suspension of driving privileges until the driver does not have three vehicle accidents occurring within the previous three years.

Drivers issued penalty points as a result of vehicle accidents shall be notified of their right to appeal.

Appeal of Vehicle Accident Penalty Points

Drivers issued penalty points as a result of vehicle accidents may request a review by the VARC. The VARC shall review information pertinent to the accident, which should include the Texas Peace Officer's Crash Report if available. In examining this report, consideration of such items as charges filed, investigators' narrative, diagram, and factors/conditions contributing to the accident should assist in making a determination as to whether or not the assessment of penalty points is appropriate.

If the VARC reviews the accident report and other pertinent information and determines that the driver was not a cause of the accident, no penalty points will be assessed. If the VARC determines that the applicant was a cause of the accident, penalty points shall be assessed as appropriate.

White Fleet Rental Vehicles

If an employee or official wishes to utilize a white fleet rental vehicle, he/she must:

- Be an approved Irving ISD driver.
- Possess an acceptable MVR as specified by this program.
- Possess a valid and current driver's license for the type of vehicle to be driven and be prepared to show the license.
- Be properly trained and qualified in the type of vehicle to be driven.

Drivers must abide by all procedures in the Irving ISD Vehicle Safety and Use Guidelines and Procedures.

Privately Owned Vehicles (POV)

In situations where a POV is used to conduct District business the following rules apply:

POVs driven for District business are to be driven by licensed adults; not students. Students are not to be asked to drive personal vehicles to conduct District business.

- Drivers of POVs for District business are required to carry personal auto liability insurance at all times.
- The insurance verification card must be carried in the vehicle while it is in use.
- The personal auto liability policy for the vehicle will be primary in the event of an accident.

Drivers of POVs for District business must report all accidents and/or citations during business hours to his or her supervisor.

Mobile Equipment/Utility Vehicles

- The following rules apply to the operation of utility vehicles (e.g., forklifts, riding mowers, golf carts, gators, etc.):
- Only authorized employees and officials are allowed to operate utility vehicles. Students are not allowed to operate utility vehicles and must maintain a safe distance.
- Every person in a utility vehicle must have a seat. No extra riders.
- Utility vehicles shall not be operated on public roadways. Operation on campus roadways is subject to written school policy and/or campus administrator approval and subject to all applicable traffic laws.
- Drivers must yield to pedestrians at all times.
- Occupants of the vehicles must remain seated in the designated passenger compartment or designated seats when the vehicle is in motion. Arms and legs must remain in the vehicle.
- Every effort should be made to prevent equipment or supplies from protruding out of the side of the vehicle while in transit.
- Use directional or hand signals before making a turn.
- Set the parking brake when not in transit.
- Utility vehicles must not be operated at night unless equipped with head and taillights.
- Utility vehicles should not be driven through playgrounds at any time when the playground is occupied.

The following rules apply to the towing of trailers:

- The driver must have experience and training in towing trailers.
- All District-owned trailers should be pulled with District-owned vehicles when possible. When a trailer is pulled by a non-District vehicle, the insurance of the non-District vehicle becomes primary for the non-District vehicle and the attached trailer.
- Any vehicle used to pull a trailer must meet all required towing specifications for the trailer.
- Driver must conduct a pre-trip walk-around inspection before pulling a trailer.
- The trailer must be of a type designed for the intended usage.
- The trailer should be loaded from front to rear and balanced from side to side. When connected, the trailer and the tow vehicle should be level at the hitching point.
- All cargo must be secured with appropriate tie-downs and/or chains.
- Drivers must travel at a reduced speed and maintain a safe following distance. Posted speed limits must be followed with a max speed limit of 60 mph.
- Tires should be blocked before uncoupling a trailer.
- Whenever possible, a spotter should be used when backing up.

Vehicle Security

The security of Irving ISD vehicles is of high importance. Drivers are expected to take all reasonable steps to ensure that vehicles and cargo are secure from theft and vandalism.

When unattended:

- Vehicle interiors shall be secured: windows up, doors locked, and keys removed.
- Cargo should not be left unattended.
- Tools should be secured inside the vehicle or in exterior locked compartments and out of sight.
- Vehicles that are parked off-site should be parked in a well-lit area, and should not be parked on the street.
- Do not leave target theft items (especially computers) in plain view inside a locked vehicle.

Pre-Trip Walk-Around Inspections

District vehicle drivers are responsible for conducting walk-around inspections of the vehicle and reporting any defects or damage to the Facilities Services Department before driving each day or shift. Drivers must also note defects or damage to seats, seat belts, interior lights, engine warning lights, rearview mirrors, and emergency equipment.

Defects or damage must be reported to the Facilities Services Department shop manager or foreman. The shop manager or foreman will evaluate the vehicle and ensure that all hazards are repaired promptly. Vehicles that are unsafe to drive must be placed out of service immediately.

Safety: All employees will exercise discretion and good judgment while operating a motor vehicle for District business. While conducting District business, employees will operate District vehicles and personal vehicles in a safe and prudent manner and are required to comply with all traffic regulations, laws, and ordinances. Any employee found to be operating a District vehicle in an unsafe or any manner that would bring discredit to the District will have their vehicle privileges revoked and will be subject to discipline.

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