

San Isidro Independent School District

Employee Handbook

2014 - 2015

*San Isidro ISD Excels...
“What’s Your SuperPower?”*

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**San Isidro Independent School District
Employee Handbook**

Employee Handbook Receipt

2014 - 2015

Name: _____

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

Employees have the option of receiving the handbook in electronic format or hard copy. All San Isidro ISD employees will receive a hard copy of the employee handbook.

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

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

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

Signature: _____

Date: _____

INTRODUCTION

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

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

DISTRICT VISION

San Isidro ISD will be a place of nurturing, compassion, truth, happiness, creativity, research, and self-actualization. All students, staff and parents will be inspired to become partners in the quest for knowledge.

MISSION STATEMENT

San Isidro ISD will provide exemplary education, guidance and encouragement to empower all students to reach their individual potential and become contributing members of a diverse community.

DISTRICT PHILOSOPHY

Employees and stakeholders in the San Isidro Independent School District believe that every student must acquire the knowledge and skills defined in the curriculum.

We are committed to ensuring that all young people of different socio-economic status, race, ethnicity, gender, or ability succeed academically.

It is our purpose to educate all students to high levels of learning to ensure college and career readiness, while fostering positive growth in social and emotional behaviors and attitudes.

DISTRICT MOTTO

Preparing Our Students for the Challenges of Tomorrow

BOARD OF TRUSTEES

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, facilities, and expansions. The board has complete and final control over school matters within limits established by state and federal law and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's students. Trustees are elected at-large by position or place and serve three or four year terms. Board members serve without compensation, must be qualified voters and must reside in the district.

San Isidro I.S.D. Board of Trustees

Exiquio Saenz	President
Oscar Saenz	Vice-President
Stephanie Martinez	Secretary
David Garza	Member
Baudilia Montalvo	Member
Maria Ramirez	Member
Velinda Reyes	Member

A written notice of regular and special meetings will be posted at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-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, personnel issues including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

EMPLOYMENT

Equal Employment Opportunity

Policies DAA, DIA

The San Isidro ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or 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, experiences, and abilities.

Employees with questions or concerns relating to discrimination on any of the bases listed above should contact Mr. Miguel Garcia, District Superintendent.

Employment after Retirement

Policy DC

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

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

Probationary Contracts

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

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

Term Contracts

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

Noncertified Professional and Administrative Employees

Employees in professional and administrative positions that do not require SBEC are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

Paraprofessional and Auxiliary Employees

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

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exams and/or obtained or renewed their credential to Miguel E. Garcia in a timely manner.

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

Searches and Alcohol and Drug Testing

Policy DHE

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

Employees Required to have a Commercial Driver's License

Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements 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 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 policies and related educational material should contact Mr. Miguel Garcia.

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, University Interscholastic League, or another organization that provides equivalent training and certification or documentation.

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 department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit their request. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEA, DL

Professional Employees

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

Paraprofessional and Auxiliary Employees

Support employees are employed at will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned scheduled without prior approval from their supervisor.

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the district is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by a teacher who is not qualified.

Texas law also 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 notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals serving with an emergency permit (including individuals waiting to take the EXCET exam) or individuals who do not hold any certificate or permit. Information relating to teacher certification will be made to the public upon request. Employees who have questions about their certification status can call Miguel E. Garcia.

Outside Employment and Tutoring

Policy DBD

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

Performance Evaluation

Policies DN Series

Evaluation of an employee's job performance is a continual 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, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

Employee Involvement

Policies BQA, BQB

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

Staff Development

Policy DMA

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

COMPENSATION AND BENEFITS

Salaries, Wages, and Stipends

Policies DEA, DEAA

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 and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek.

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

Paychecks

All professional, salaried employees and hourly employees are paid monthly. Paychecks will not be released to any other person other than the district employee named on the check without the employee's written authorization.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

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 in this district after March 31, 1986)

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

Overtime Compensation

Policy DEA

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.

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

Employees may be compensated for overtime at time-and-a-half rate with compensation 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 may be 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 and the superintendent must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage.

Health, Dental and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school 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 regularly scheduled to work at least 10 hours per week

TRS retirees and employees who are not contributing TRS members that are regularly scheduled to work less than 10 hours per week are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each spring. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet.

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 Benefits

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work related accidents or injuries should be reported immediately to Leonel Olivarez. 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.

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 who are not eligible to collect unemployment benefits through 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 Leonel Olivarez.

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 also eligible for TRS membership 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 Mr. Leonel Olivarez 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 800-223-8878 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us).

LEAVES AND ABSENCES

Policy DEC, DECA, DECB

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

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form.

Medical Certification

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

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 individuals’ 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 Family and Medical Leave Act 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 an assigned workday. 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 leave may be used in the same manner as state sick leave.

Discretionary: Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must **submit a notice of the request five 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.

Discretionary leave will be subject to the following limitations:

- Discretionary leave may not be taken for more than two consecutive days, except in extenuating circumstances as determined by the superintendent.
- Discretionary leave may not be taken on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester, days scheduled for STAAR / EOC tests, or professional or staff development days.

Discretionary personal leave will be granted on a first-come, first-served basis. 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.

State Sick Leave

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

Sick leave may be used for the following reasons:

- 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

Family and Medical Leave (FML) – General Provisions

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

Basic Leave Entitlement

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

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

Military Family Leave Entitlements

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

FMAL also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

- (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

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

Benefits and Protections

During FML, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FML cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FML. In order to use paid leave for FML, employees must comply with the district's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FML when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FML was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under the FMLA. If they are eligible, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FML and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FML, the employer must notify the employee.

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right protected under the FMLA; discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

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

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period beginning on the first duty day of the school year.

Use of Paid Leave

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

Combined Leave for Spouses

A husband and wife who are both 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.

District Contact

Employees that require FML or have questions should contact Leonel Olivarez for details on eligibility, requirements, and limitations.

Temporary Disability Leave Certified Employees

Any full time employee whose position requires certification from the State Board of 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 leave 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, Leonel Olivarez should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

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

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

Assault Leave

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

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

Jury Duty

An employee shall be granted leave with pay and without loss of accumulated leave for jury duty and other mandatory court summonses related to the employee's duties. The employee shall be required to present documentation of the service and shall be allowed to retain any compensation for this service.

The employee shall be responsible for reporting to the immediate supervisor the dates of possible absence as soon as the summons is received. Principal or supervisor shall report absences on the district absence form.

Other Court Appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Other absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Military Leave

Paid Leave for Military Service

Any employee who is a member of the Texas National Guard, Texas State Guard, or reserve component of the United States Armed Forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days each federal fiscal year (October 1 – September 30). 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 state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the period of time specified by law to Miguel E. Garcia. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance

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

COMPLAINTS AND GRIEVANCES

Policy DGBA

In an effort to hear and resolve employee 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 problems 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 grievance procedures are exhausted, employees can bring grievances to the board of trustees. For ease of reference, the district's policy concerning the process of bringing complaints and grievances is reprinted as follows:

Personnel-Management Relations: Employee Complaints Grievances

Purpose:

The purpose of this policy is to provide employees an orderly process for the prompt and equitable resolution of grievances when a concern has not been resolved. The Board intends that, whenever feasible, grievances be resolved at the lowest possible administrative level. This policy shall not be construed to create new or additional rights beyond those granted by Board policy or law.

Definition:

For purposes of this policy, "days" shall mean calendar days.

The terms “complaint” and “grievance” shall have the same meaning. A grievance under this policy may include, but shall not be limited to, any of the following:

- Grievances concerning an employee’s wages, hours, or conditions of work.
- Specific allegations of unlawful discrimination in employment on the basis of sex, race, religion, national origin, age, or disability.
- Specific allegations of unlawful discrimination or retaliation on the basis of the employee’s exercise of constitutional rights
- “Whistleblower” complaints
- Other Review Processes

Procedures and information regarding sexual harassment by other employees are found at DHC (LOCAL) and information regarding federal nondiscrimination is found at DM (LOCAL).

An employee’s dismissal or non-renewal may be the subject of a grievance under this policy only if the district does not otherwise provide for a review of the matter.

Freedom from Retaliation

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a complaint under this policy. (See DG (LEGAL) “Whistleblower” Complaints)

Employees who allege adverse employment action in retaliation for reporting a violation of law to an appropriate authority shall initiate a grievance under this policy within 15 days after the date the alleged violation occurred or the employee first knew of the alleged violation. The complaint shall first be filed in accordance with LEVEL TWO below. Time lines for the employee and the district set out in this policy may be shortened to enable the board to make a final decision within 60 days of the initiation of the complaint.

General Requirements

A grievance must specify the individual harm alleged and the specific remedy or relief requested. An employee is prohibited from bringing separate or serial grievances regarding the same event or action; therefore, all claims arising from the same event or action shall be joined or they are waived. All time limits shall be strictly complied with unless modified by mutual consent. Costs of any grievance shall be paid by the party incurring them. Grievance conferences are not adversarial proceedings. At each level, the administration representative to whom the grievance is presented shall set reasonable time limits for presentation of the grievances and shall establish the decorum for the conference.

Consolidation

When the superintendent determines that two or more individual grievances are sufficiently similar in nature and remedy to permit their resolution through one proceeding, he or she may consolidate the grievances.

Initiating Grievance

Unless otherwise specified in policy, an employee shall initiate a grievance as provided at LEVEL ONE, below.

Level One:

An employee who has a grievance shall request a conference with the principal or immediate supervisor by submitting the grievance in writing on a form provided by the district. The form must be filed within 15 days of the time the employee first knew or should have known of the event or series of events about which the employee is complaining.

The principal or supervisor shall hold the conference within seven days after receipt of the written request. At this conference the employee shall have the opportunity to present written and testimonial evidence in support of the grievance. A record shall be made of this conference. The principal or supervisory shall have seven days following the conference within which to respond to the grievance. Failure to respond within this time period shall be deemed a denial of the grievance.

Level Two:

The employee may appeal the outcome of the Level One conference by requesting a conference with the superintendent or designee to discuss the grievance. The request shall be in writing on a form provided by the district and must be filed not later than 14 days after the Level One conference.

Level Three:

The employee may appeal the outcome of the conference at Level Two by requesting to place the matter on the agenda of a future Board meeting. (See BE(LOCAL)). The request shall be in writing on a form provided by the district and must be filed within 14 days following the Level Two conference. The superintendent or designee shall place the matter on the agenda of a Board meeting not later than 30 days after it is requested and shall inform the employee of the date, time, and place of the meeting.

Before the date scheduled for the Board to consider the grievance, the superintendent or designee shall provide the Board with the record of the grievance as developed at Level One or Level Two conference.

At Level Three, the Board shall consider the grievance on the basis of the record only. The employee or a representative shall be present at the grievance. Failure of the employee and / or the representative to appear in person shall be deemed a waiver of the grievance. At the proceeding, introduction of new evidence shall not be permitted, unless the Board, in its sole discretion, determines a need to consider additional evidence, in which case it may continue consideration of the grievance to a future meeting, not later than the next regularly scheduled meeting.

The Board may permit the employee and the administration representative to present oral arguments. The Board may ask questions of the employee and the administration representative, whether or not it permits oral arguments. The Level Three proceeding before the Board shall be recorded by audiotape, which shall be made part of the record. The presiding officer may set reasonable time limits for presentation of the grievance. An announcement of the Board's decision at the meeting, when the grievance is considered shall constitute notice to the employee of the Board's decision. If the Board fails to take any action on the grievance, such failure shall be deemed a denial of the grievance and affirmation of the administrative action at Level Two.

Closed Meeting

If the grievance involves the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of the employee bringing the grievance, it may be heard by the Board in closed meeting unless the employee bringing the grievance requests it to be heard in public. However, if the grievance involves a complaint or charge against another district employee or Board member, it shall be heard in closed meeting unless an open hearing is requested in writing by the employee or Board member against whom the complaint or charge is brought.

EMPLOYEE CONDUCT AND WELFARE

Standards of Conduct

Policy DH

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

- Recognize and respect the rights and property of students and coworkers and maintain confidentiality in all matters relating to students and coworkers.
- Maintain confidentiality in all matters relating to student 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.
- Know and comply with department and district procedures and policies.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisory 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 may result in disciplinary action, 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 the superintendent first learns of the incident.

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.

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 knowingly 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 to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, 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 applicable state and federal laws.

Standard 1.8

The educator shall apply for, accept, offer, or assign a position or 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 or knowingly 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 or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13

The educator shall not 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 professional information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2

The educator shall not hurt 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.

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 knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety of the student or minor.

Standard 3.3

The educator shall not deliberately or knowing 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 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 the 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 communications. 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 reasonable 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.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

Employees 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 employee should report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Harassment of Students

Policies DF, DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate sexual relationships between students and district employees are prohibited. Employees who suspect a student may have experiences prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

Reporting Suspected Child Abuse

Policies DF, DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and included the following acts or omissions:

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

Report to Child Protective Services can be made to the Texas Abuse Hotline (800-252-5400).

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

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the 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 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 agencies.

Reporting the concern to the principal does not relieve the employee of the requirement to report 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. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Service (CPS).

Technology Resources

Policy CQ

The district's technology resources, including its network access to the Internet, 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 not adverse effect on job performance or on a student's academic performance

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

Employees who are authorized to use the system are required to abide by the provisions of the district's acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action.

Personal Use of Electronic Media

Policies CQ, DH

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee 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 not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, 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.
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
 - Confidentiality of district records, including educator evaluations and private e-mail addresses.
 - Copyright law.
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system.

Use of Electronic Media with Students

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions 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.

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

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as 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. 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 uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media **except** text messaging. 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.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page: the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records.
 - Copyright law.
 - Prohibitions against soliciting / engaging in sexual conduct or a romantic relationship with a student.
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently enrollee students.
- Upon written request from a parent or a student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging.
- 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.

Cellular and Camera Phone Use

San Isidro ISD is committed to high standards in the workplace requiring the focus of all employees on contributing positively to the education of students. To maintain these high standards, employees may not use personal electronic communications devices (pages, cellular telephones) that interfere with his/her performance of job responsibilities.

The following shall apply to the use of cellular phones in school buildings:

1. Teachers and paraprofessionals may use cellular phones for business calls, including parental contacts, **ONLY** during planning periods and other off-duty times during the instructional day.
2. Personal calls may not be made or received during instructional time.
3. Cellular phones must remain off during instructional time and while on duty.

Under no circumstances should a faculty member use their cell phone in the presence of students nor shall a faculty member leave their classroom to use the phone in the hall. Family emergencies, if known, where individual consideration may be required, should be reported to the administration at the beginning of the school year.

Failure to follow administrative directives may result in disciplinary action.

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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

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

Moral turpitude includes the following:

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

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

Alcohol and Drug-Abuse Prevention

Policies DH, DI

San Isidro 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 Substance Act during working hours may be dismissed.

Tobacco Use

Policies DH, FNCD, GKA

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

Fraud and Financial Impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, 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 investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

Conflict of Interest

Policies BBFA, DBD

Employees are required to disclose to their supervisor 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
- Nonschool employment

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 textbook, 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 EFE

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, 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.

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 fund raiser. 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 fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety

Policy CK Series

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

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students, including those with a license to carry a concealed handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. 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.

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 CKA

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

Pest Control Treatment

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IMP) 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. 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.

Employee Dress Code

As an employee of San Isidro ISD, you represent our district to all our students, parents, community members, other visitors, and your co-workers. As an organization, we seek to communicate an image of public education professionalism to all we come in contact with everyday. Therefore, your appearance and demeanor should reflect this objective at all times.

DRESS AND GROOMING

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standard established by their supervisors. District employees model pride and professionalism for our students. All personnel shall adhere to the dress code when attending any professional meeting.

INAPPROPRIATE ATTIRE

The following list of apparel is considered inappropriate and should not be worn by any professional, paraprofessional, instructional, or office personnel at work site, professional meetings, or workshops sponsored by the District, unless specifically noted:

- Warm-ups (slicks) are not to be worn on spirit days nor any other day of the week.
- T-shirts shall not be worn by female or male employees on any day of the week except during identified "spirit" day of the week and teacher workdays.

- No jean material of any type or color may be worn except on “Spirit Days” as specified by the administration. Trouser casual jeans are considered “denim” and will only be allowed on the designated “Spirit Day.”
- Fitted leggings and spandex-type leggings are not permitted.
- Shoes classified as a beachwear sandal, crocs, and flat sandals will not be allowed. Thong sandals of any type are not considered to be professional attire (any sandal that has material that fits between the toes, especially, the big and second toes) and as such should not be worn in the workplace. Men should not wear sandals to work.
- Appropriate shoes include: dress shoes or pumps; leather-like, suede or loafer style shoes; boots; closed-toed mule or closed-toed slide styles; and open-toed shoes/sandals with a dress appearance and a dress heel are acceptable.
- Regulations regarding footwear may be waived depending on medical conditions if supported by a physician’s recommendation.
- Sleeveless shirts/tops are not considered to be professional attire and as such should only be worn under a jacket or a shirt-jacket at all times.
- Men shall wear dress shirts or polo style shirts only; shirts must be tucked in at all times.
- Capri dress pants will be the only type of capri pant allowed and must extend at least to mid calf. Cargo style pants are not considered appropriate for the workplace.

No dress code can cover all contingencies to work in a comfortable, professional environment. As an employee of the district, you must exert a certain amount of judgment in your choice of clothing to wear to work.

The administration has the authority to determine any inappropriate dress of faculty and staff.

GENERAL PROCEDURES

Attendance Report

Teachers are responsible for reporting attendance on a daily basis per period. Attendance count must be taken immediately when the bell rings each period or at the beginning of the school day for elementary teachers. Absences must be recorded accurately.

All student attendance rules are distributed by state law. Teachers must submit attendance on time each day with no exceptions.

A verification attendance report will be signed and turned in at the end of each progress report period and at the end of each six weeks.

Classroom Duties

Teachers are expected to arrive at school prepared to teach. Lesson plans, materials, and copies needed should be completed before leaving school.

Students assigned to a teacher are to be supervised by that teacher at all times. Never, under any circumstance, may a teacher leave a room with unsupervised students in it. In the event of a personal emergency, the office must be notified and made aware of any arrangements for a fellow teacher/staff member to assume responsibility for the students. Students should not be put out in the hallways for any reason.

Courtesy Early Dismissal

Employees will be allowed 2 early dismissal days (2:30 p.m.) per semester for sick or personal reasons without loss of pay or being docked a day. Prior approval must be obtained from the immediate supervisor. Courtesy dismissal days will not carry over and will only be used at 2:30 p.m. Courtesy dismissal days cannot be used during the following weeks:

December 8 – 12, 2014

December 15 – 19, 2014

May 11 – 15, 2015

May 18 – 22, 2015

May 25 – 28, 2015

Dismissal Time

Dismissal time for students is at 3:15 p.m. Dismissal time for teachers is 3:45 p.m. Dismissal time for teacher assistants and secretarial staff is 4:00 p.m. On Fridays, teachers will be dismissed at 3:20 p.m.; teacher assistants and secretaries will be dismissed at 3:45 p.m.

Duty

Duty schedules must be observed and maintained. Be on time and at your assigned duty station. Duty assignments will be posted in the teacher's lounge and at the high school office. A weekly reminder for those on duty will be placed in the mailbox.

If you are going to be absent on one or more days of your assigned duty week, it is your responsibility to find someone to replace your duty station. Students need to be actively monitored at all times.

At the end of each instructional day, elementary teachers and paraprofessionals are to remain at the bus loading area until the last bus departs.

Reporting time for all duty personnel is 7:25 a.m.

Duty (Paraprofessionals)

All paraprofessionals are to escort their assigned class to the gymnasium during designated PE time and are to report to the gym 5 minutes before the PE dismissal time to escort the students back to the classroom.

Early Release

The following days are designated as early release days for the 2014 - 2015 school year:

November 26, 2014

December 19, 2014

April 2, 2015

May 28, 2015

Emergencies

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

Field Trips

All grade levels will be allotted one field trip per school year. A field trip, whether in district or out of district, shall be of educational value. The objectives of the field trip must be related to the subjects being taught. Before a field trip is approved, the teacher must submit to the principal a plan of action. Forms are available in the office.

A list of students participating in the field trip must be submitted to the following personnel:

1. Food Service Director
2. Principal
3. Secretaries
4. Faculty for appropriate attendance documentation

No field trips will be approved during the following weeks:

May 18 – 22, 2015

May 25 – 28, 2015

Fire Drills

Fire prevention education in schools refers to programs designed to teach students how to avoid or reduce loss and injuries from fires and other burning hazards. Fire prevention education is classified in two areas: exit drills and instruction.

A fire exit drills an announced or unannounced practice of exit procedures in which students, teachers, and staff respond to exit alarms. An unobstructed drill allows students to use their normal exit routes. An obstructed drill includes some type of obstruction that causes some or all students to use alternative exits. Exit drills are conducted for two purposes:

1. to train occupants to leave the building orderly and quickly in case of an emergency alarm; and
2. to teach self-control in times of emergency in later life.

Teachers are reminded to carry their grade books on all drills for the purpose of accounting for students. Advise students to remain in their class group. It shall be the duty of principals, teachers, and staff to inspect all exit facilities daily to make sure that all doors and other exits are in proper condition. Any condition likely to interfere with a safe exit should be reported immediately to the principal. Fire exit plans in each room will denote regular and alternate exit routes.

First Aid, CPR, and AED Certification

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification in first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED). Certification 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 to the personnel office.

Grading Policy

Grades are to be recorded on a weekly basis. Campus administrators will monitor to ensure that grades have been posted for the grade level or subject area(s) being taught. Proper documentation will be kept for teachers not recording grades.

A minimum of eight grades per subject must be recorded every six weeks; three of the grades must be from summative tests.

Grades will be based on mastery of objectives via mastery test.

Six Weeks Grade:	Summative Tests:	60%
	Daily Homework:	40%

Special Populations (Special Education, ESL, 504) will be given modifications per teacher lesson plans and adaptations in the classroom. Teachers will keep a copy of the modifications.

District STAAR / End of Course benchmarks will not be recorded as a daily grade nor test grade.

A comprehensive, two consecutive period semester exam shall be given at the secondary level (6th – 12th grades) at the end of each semester. No more than two semester exams shall be scheduled on one day. This exam will have a one-fifth value of the overall semester grade. Subject examinations will not be administered during semester exam schedule.

Exemptions are outlined in the student handbook. A student may be exempt from a test if the following criteria is maintained:

1. The student maintains an A average and has no more than 3 absences.
2. The student maintains a B average and has no more than 1 absence.

Homework

Homework is an out of class assignment given to students during the independent phase of a lesson prior to summative assessment. Homework must be carefully examined and constructed so that it becomes a meaningful part of learning. Homework must be graded and returned within (5) days.

Homework assignments shall be planned in accordance with the following principles:

- If the homework is to have value, its purpose and relation to what has been learned in the classroom must be clearly understood by each student.
- Homework shall follow modeling and guided practice of the lesson cycle.
- The homework assignment must pertain to previously taught skills.

- Homework assignments must be properly evaluated and returned in five (5) days.

Homework is to be turned in the next day or when specified by the teacher as in the case of special projects.

The time required for students to do homework shall not exceed the time reflected below:

K – 5 th Grade	Approximately 30 minutes daily
6 th – 12 th Grade	Approximately 50 minutes three times a week per subject

The time schedule above will be honored by each teacher. Homework shall not be assigned during the time that school wide testing (Stanford 10, STAAR, End of Course) is in progress. Studying for exams is not considered homework.

Homework shall not be assigned during the following Holiday Breaks: Thanksgiving, Christmas, Spring Break and Easter.

Leaving Campus during School Hours

If an emergency arises, employees must sign out in the office before leaving and sign in upon return. Absence from the building should be only in case of an extreme emergency. In case of an appointment before dismissal time, please make plans to request a substitute for half a day.

Teachers and teacher assistants are not to leave campus during the designated conference period; the conference period is to be utilized for planning, making parental contacts, etc.

Lunch

All teachers are allowed a thirty minute duty free lunch. The district may require teachers to supervise students one day a week when no other personnel are available.

Overnight Trips

Sponsors, at all times, must accompany the students during the trips. Sponsors must supervise during all activities and monitor sleeping quarters (including night checks). All rules and regulations that apply to a regular school day or extracurricular activity are to be followed from the moment the student arrives on campus to the time that the student leaves the campus or is delivered home. Students must be supervised by a teacher, sponsor, or by parents of students at all times. A sponsor is to receive a written request by a parent/guardian if a student will not be returning with the rest of the group from a particular school sponsored event / trip. If school time will be missed, a “Clearance for School-Related Absence” must be completed allowing them to participate in a school related activity.

Travel allowance forms (meal per diems for breakfast, lunch, and dinner) will be approved for overnight trips only.

Personnel Records

Policy GBA

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

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

The choice to not allow public access to this information may be done at anytime by submitting a written request. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Purchasing Procedures

Policy CQ

All requests for purchases must be submitted to the designated department on an official district purchase order form with the appropriate approval signature. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization.

Referral to Nurse

The nurse is available to deal with serious health problems that may arise during the school day. The nurse cannot give medication, including aspirin, so students should not be sent for headaches or minor pains unless parental permission is given.

Reporting Student Progress to Parents

Report cards will be sent to parents each six weeks. Parents are to be encouraged to come to school for a conference as often as possible. Additionally, parents will be sent progress reports at the end of the three week period.

Sign In

All teachers are expected to sign in by 7:40 a.m. and teacher assistants and office personnel by 7:30 a.m.

Supervision of Students

Use of the copy machine, securing of materials/supplies, etc. must be done during your conference period, before or after school, or during your lunch period. Visits to other classrooms for needed supplies, conversations with co-workers in the hall, etc. diverts your attention from your students and is prohibited. In addition, this practice may constitute negligence should an incident/crisis occur in your absence.

No student may ever be used to render personal service for a staff member. For example, a child may not be sent to the office to ask for materials to be copied, to the tax office, cafeteria, etc.

Jr. High and High School teachers must supervise the halls during the passing time between classes.

Textbooks

All textbooks issued to a school district by the state of Texas are the property of the state as provided by TEC 31.102 – Title and Custody. The board of trustees of a school district is the legal custodian of textbooks purchased by this chapter. Each textbook must be covered by the student (TEC 12.65b) under the direction of the teacher. A student must return all textbooks to the teacher at the end of the school year or when the student withdraws from school. Each student, or the student's parent or guardian, is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian. The district shall allow the student to use textbooks at school during each school day (TEC 31.104 Distribution and Handling).

The collection of fines for damaged textbooks is strictly local policy. Money collected for abused books in the form of fines is retained by the school.

If a student pays for a book in full (100%), he/she is entitled to keep that book.

Loss Prevention / Accountability

- Book check must be held at least once each semester. Teachers may hold a book check any time that is convenient or needed. Books should be checked for (1) book covers, (2) damage to book, and (3) lost books.
- If a student transfers out of class or withdraws from school, do not sign forms for change or withdrawal until the student has returned the book issued.
- Check the numbers of all books returned by the students. Do not accept a book that has a number other than the one assigned to the student. If any such book is presented, simply take up the book and return it to the secretary in charge.

UIL Eligibility

Academic eligibility is necessary for ALL extracurricular activities: academics, athletics, fine arts, career and technology, or any other school-related extracurricular activity.

Ineligible students no longer regain eligibility immediately. They must wait seven calendar days after a three week evaluation period and the grading period. Students who were eligible shall not lose eligibility until seven calendar days after the end of the grading period.

All activity coaches, FFA, FCCLA, Student Council, UIL sponsors and directors are responsible for obtaining official grade reports from the individual the principal designates as the keeper of official grades before the student represents the school. The official grade report is the designated day that the report cards or progress reports are mailed out. This provision applies to all grading periods.

Ineligible students are not permitted to travel to competitive events with the school group. Ineligible students may be introduced as members of the team or group during parent night activities. However, they may not be in uniform or seated with the student organization they represent during the event.

All students are eligible during a school holiday of a full calendar week or more. When the bell rings to dismiss students for the December holidays, all students are eligible until classes resume in January. The same is true for spring break provided that the break consists of at least a full calendar week.

Eligibility for UIL Participants for the First Six Weeks

UIL participants are eligible to participate in contests during the first six weeks of the school year provided the following standards have been met:

- Students beginning grades nine and below must have been promoted from a lower grade to the beginning of the current school year.
- Students beginning their second year of high school must have earned five credits which count toward state high school graduation requirements.
- Students beginning their third year of high school either must have earned a total of ten credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.
- Students beginning their fourth year of high school either must have earned a total of 15 credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.

TERMINATION OF EMPLOYMENT

Resignations

Policy DFE

Contract Employees

Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Superintendent's Office. Contract employees may resign at any other time only with the approval of the superintendent or board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

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

Non-Contract Employees

Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to your supervisor 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.

Dismissal or Nonrenewal of Contract Employees

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

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 will be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees.

Dismissal of Noncontract Employees

Policy DCD

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, religion, sex, national origin, disability, military status, 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.

Exit Interviews and Procedures

Policy DC

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

Reports to State Board for Educator Certification

Policy DF

The dismissal or resignation of a certified employee will be reported to the SBEC when the superintendent first learns about an alleged incident of conduct that involves the following:

- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event

The superintendent is also required to notify TEA when a certified employee resigns and there is reasonable evidence that would support a recommendation to terminate employment because of the conduct listed above.

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

Reports Concerning Court-Ordered Withholding

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

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

STUDENT ISSUES

Equal Educational Opportunities

Policies FB, FFH

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

Administering Medication to Students

Policy FFAC

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. **Absolutely NO medication should be stored in the classroom.** Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Bullying

Policy FFI

All employees are required to report student complaints of bullying to either Mrs. Anna Garcia or Mr. Mario Alvarado. The district's policy that includes definitions and procedures for reporting and investigating bullying of students is reprinted below:

Definition: Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that (1) will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or (2) is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

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 promptly report may impair the District's ability to investigate and address the prohibited conduct.

For more information on the policy that addresses bullying of District students, see FFI (Local Policy).

Confidentiality

As a reminder, there are several areas of profession that require confidentiality, both from a legal and an ethical standpoint. Personal matters, teacher assessments, student grades and student records are critical areas where breeches in trust can be very harmful. It is the responsibility of the staff to maintain an appropriate level of confidentiality within the scope of his or her position. Student records are to be discussed and/or released on a need to know basis. This includes teacher records. In this regard, teacher records should not be visible to others.

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.

District Closed Campus Lunch Policy

With safety as the primary consideration, the following district-wide closed campus lunch policy will be implemented:

- No student shall be permitted to leave campus during lunch unless the student is signed out by the parent. A parent or guardian must sign their child out for lunch, and the parent or guardian must sign the student back in. Sign in and sign out will take place at the campus front office counter with the designated secretary.
- Students who leave campus during lunch without being signed out by a parent or without approval from administration shall be subject to disciplinary action in accordance with the Student Code of Conduct.
- Any student who is tardy 3 times for the class period following lunch will have the privilege of leaving campus for lunch revoked for the remainder of the school year.

Students may bring lunch from home or have a lunch delivered at the designated lunch period.

Hazing

Policy FNCC, FO

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 administrator.

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 teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the 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 the principal’s response.

Psychotropic Drugs

Policy FFAC

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

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

- Recommending that a student use a psychotropic drug;
- Suggesting a particular diagnosis; and
- 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 Attendance

Policy FEB

Teachers and staff should be familiar with the district’s policies and procedures for attendance accounting. These procedures require students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. Teachers, it is your responsibility to ensure that students have an Attendance Admit Slip after being absent from your class. All classroom teachers are to sign the Attendance Admit Slip and the last period teacher is to keep it at the end of the day. If the student does not have one, immediately send them to the office.

Student Conduct and Discipline

Policy in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student’s conduct should contact the classroom teacher or principal. Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct.

Student Records

Policy FI

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The 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

Student Tardies

Students are expected to report to class before the tardy bell rings. Each teacher will be responsible for documenting student tardies. Students will not be sent to the office to receive a tardy slip.

Teachers, it is your responsibility to document all tardies. Three tardies will constitute as one absence. For each grading period:

- 1st to 3rd unexcused tardy = lunch detention
- 4th unexcused tardy and every one thereafter = 1 day in ISS
 - Students who have been assigned to ISS during a semester because of tardies will lose their semester exam exemption for that semester.

APPENDICES

APPENDIX A
Request for Discretionary Leave

San Isidro Independent School District

Request for Discretionary Leave

INSTRUCTIONS: This form will be used by all employees. The form must be submitted to your immediate supervisor 5 days in advance of the leave except in cases of unanticipated emergencies.

Discretionary leave may not be taken on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester, days scheduled for Stanford 10 / STAAR / EOC tests, or professional or staff development days.

Name: _____

Date(s) of Requested Absence: _____

Purpose (Please explain in detail) _____

Employee Signature: _____

Date: _____

Approved _____

Disapproved _____

Immediate Supervisor

Date

Approved _____

Disapproved _____

Superintendent

Date

APPENDIX B
Grievance Level One

SAN ISIDRO INDEPENDENT SCHOOL DISTRICT
P.O. Box 10
San Isidro, Texas 78588

EMPLOYEE COMPLAINT FORM
GRIEVANCE LEVEL ONE

Any employee filing a complaint must fill out this form completely and submit the form to his / her immediate supervisor or appropriate administrator by hand delivery, fax, or U.S. mail. All complaints will be processed in accordance with Board policy DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name _____

2. Address _____

Telephone Number _____

3. Position _____ Campus / Department _____

4. If you will be represented in voicing your complaint, please identify the person representing you.

Name _____

Address _____

Telephone Number _____

5. Please describe the decision or circumstances causing your complaint (give specific details).

6. What was the date, or dates, of the decision or circumstances causing your complaint?

7. Please explain how you have been harmed by this decision or circumstance.

8. Please describe any efforts you have made to resolve your complaint informally and the responses to your effort.

With whom did you communicate? _____

On what date? _____

9. Please describe the outcome or remedy you seek for this complaint?

Employee's Signature: _____

Employee Representative's Signature: _____

Date of Filing: _____

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed, but may be refilled with all the required information if the refilling is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.

APPENDIX C
Grievance Level Two
Appeal Form

SAN ISIDRO INDEPENDENT SCHOOL DISTRICT
P.O. Box 10
San Isidro, Texas 78588

LEVEL TWO
APPEAL NOTICE

To appeal a Level One decision or the lack of a timely response after a Level One conference, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the Superintendent or designee within the time established in DGBA (LOCAL). Appeals will be heard in accordance with DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name _____

2. Address _____

Telephone Number _____

3. Position _____ Campus / Department _____

4. If you will be represented in voicing your appeal, please identify the person representing you.

Name _____

Address _____

Telephone Number _____

5. To whom did you present your complaint at Level One? _____

Date of conference _____

Date you received a response to the Level One conference _____

6. Please explain specifically how you disagree with the outcome at Level One.

Attach a copy of your original complaint and any documentation submitted at Level One.

Attach a copy of the Level One response being appealed, if applicable.

Employee's Signature: _____

Employee Representative's Signature: _____

Date of Filing: _____

APPENDIX D
Grievance Level Three
Appeal Form

SAN ISIDRO INDEPENDENT SCHOOL DISTRICT
P.O. Box 10
San Isidro, Texas 78588

LEVEL THREE
APPEAL NOTICE

To appeal a Level Two decision or the lack of a timely response after a Level Two conference, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the Superintendent or designee within the time established in DGBA (LOCAL). Appeals will be heard in accordance with DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name _____

2. Address _____

Telephone Number _____

3. Position _____ Campus / Department _____

4. If you will be represented in voicing your appeal, please identify the person representing you.

Name _____

Address _____

Telephone Number _____

5. To whom did you present your appeal at Level Two? _____

Date of conference _____

Date you received a response to the Level Two conference _____

6. Please explain specifically how you disagree with the outcome at Level Two.

7. Do you want the Board to hear this appeal in open session? _____
Please be aware that the Texas Open Meetings Act may prevent the Board from granting a request for Open Session.

Attach a copy of your original complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.

Attach a copy of the Level Two response being appealed, if applicable.

Employee's Signature: _____

Employee Representative's Signature: _____

Date of Filing: _____