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Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all District policies and procedures are included and those referenced or included have been summarized. However, as an employee of the San Antonio Independent School District, you are responsible for having reviewed and understood all SAISD policies in full whether included in this handbook or not. Suggestions for additions and improvements to this handbook are welcome and may be sent to Toni Thompson, Associate Superintendent, Human Resources Department.

This handbook is neither a contract nor a substitute for the official District policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of District policies. District 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 manual available through the District web site at www.saisd.net, confer with your supervisor, or call the appropriate District office.

San Antonio Independent School District is an equal opportunity employer valuing cultural diversity among its students, staff, and community.

2013-14 Schools

San Antonio Independent School District

141 Lavaca St. / San Antonio, Texas 78210-1095 / (210) 554-2200

06/18/13

PHONE	NO./DIST	SCHOOL NAME	ADDRESS / ZIP CODE	PRINCIPAL	FAX
		HIGH SCHOOLS			
533-8144	001 / 1	Brackenridge	400 Eagleland Dr. / 78210	Moises Ortiz	534-9770
532-4241	002 / 4	Burbank	1002 Edwards St. / 78204	Yesenia Cordova	533-4394
733-9147	003 / 6	Edison	701 Santa Monica Dr. / 78212	Charles Muñoz	738-2408
226-5103	004 / 1	Fox Tech	637 N. Main Ave. / 78205	Annette Castillo	224-8792
333-0421	005 / 3	Highlands	3118 Elgin Ave. / 78210	Lorna Klokkenga	337-2567
661-4134	006 / 2	Houston	4635 E. Houston St. / 78220	Darnell White	666-2915
736-1981	007 / 7	Jefferson	723 Donaldson Ave. / 78201	Orlando Vera	738-2406
223-2926	008 / 5	Lanier	1514 W. Cesar E. Chavez Blvd. / 78207	Dr. Edward Garcia	224-9516
438-6810	014 / 5	Navarro	623 S. Pecos St. / 78207	Gustavo Córdova	226-5426
733-1911	022 / 1	Travis Early College*	1915 N. Main Ave. / 78212	Miguel Elizondo	733-5486
		ALL-GIRLS ACADEMY(6-12th grade)			
438-6525	023 / 7	Young Women's*	2123 W. Huisache Ave /78201	Delia McLerran	732-7999
		MIDDLE SCHOOLS			
438-6835	041 / 3	Connell	400 Hot Wells Blvd. / 78223	Elida Guerra	534-6589
978-7920	043 / 2	Davis	4702 E. Houston St. / 78220	Anita O'Neal	662-8189
228-1220	047 / 4	Harris*	325 Pruitt Ave. / 78204	Dr. Carol Velazquez	226-9448
738-9740	049 / 5	Irving*	1300 Delgado St. / 78207	Michael Jordan	734-0941
438-6520	050 / 7	Longfellow	1130 E. Sunshine Dr. / 78228	Liz Solis	433-0375
228-1225	051 / 4	Lowell*	919 Thompson Place / 78226	Claudio Garcia	223-6248
228-1230	053 / 4	Page	401 Berkshire Ave. / 78210	Patricia Ortiz	533-7369
228-1235	054 / 4	Poe	814 Aransas Ave. / 78210	Lewis Barr	534-7299
978-7925	055 / 5	Rhodes*	3000 Tampico St. / 78207	Julio Garcia	433-7299
438-6840	057 / 3	Rogers	314 Galway St. / 78223	Kristin Willmann	333-7954
978-7930	061 / 5	Tafolla	1303 W. Cesar E. Chavez Blvd. / 78207	Carolina Elizondo	227-7044
738-9745	058 / 6	Twain	2411 San Pedro Ave. / 78212	Christopher Castro	738-0518
738-9750	046 / 2	Wheatley	415 Gabriel St. / 78202	Mary A. Olison	227-9972
738-9755	059 / 6	Whittier*	2101 Edison Dr. / 78201	Janet Perez	735-0704
		ELEMENTARY SCHOOLS			
438-6530	101 / 6	Arnold	467 Freiling Dr. / 78213	Michael Cole	732-5192
438-6845	103 / 3	Ball	343 Koehler Court / 78223	Rachel Gonzales	533-1215
978-7940	162 / 5	Barkley-Ruiz*	1111 S. Navidad St. / 78207	Belinda Hernandez	227-4029
438-6535	105 / 7	Baskin	630 Crestview Dr. / 78201	Karen Rose	735-5962
738-9765	106 / 6	Beacon Hill	1411 W. Ashby Place / 78201	Rhea Mahbubani	735-6683
738-9770	147 / 1	Bowden	515 Willow St. / 78202	Guadalupe Diaz	226-8150
978-7950	110 / 5	JT Brackenridge	1214 Guadalupe St. / 78207	Melanie Herr-Zepeda	224-4933
978-7955	111 / 5	Brewer	906 Merida St. / 78207	Lisa Barrera	433-3027
228-3305	112 / 4	Briscoe*	2015 S. Flores St. / 78204	Lanore Cantu	222-0822
978-7960	114 / 2	Cameron (@ Pfeiffer)	4551 Dietrich Rd. / 78219	Pamela Walls-Tankerson	224-2954
228-3310	116 / 4	Collins Garden	167 Harriman Place / 78204	Cynthia De La Garza	226-9958
738-9780	117 / 6	Cotton	1616 Blanco Rd. / 78212	Dr. Maria Graciela Setien	733-0830
738-9785	118 / 5	Crockett	2215 Morales St. / 78207	Bertha Rubio	434-6476
978-7975	121 / 5	De Zavala	2311 San Luis St. / 78207	Joseph Cerna	226-8627
228-3315	119 / 1	Douglass	318 Martin L. King Dr. / 78203	Derrick Brown	532-1618
438-6540	123 / 7	Fenwick	1930 Waverly Ave. / 78228	Dr. Tambrey J. Ozuna	732-4693
438-6850	124 / 3	Forbes	2630 Sally Gay Dr. / 78223	Erica Younglove	534-2695
438-6855	125 / 3	Foster	6718 Pecan Valley Dr. / 78223	Stacey Lewis	333-1873
738-9790	126 / 6	Franklin	1915 W. Olmos. Dr. / 78201	Eduardo Davila	733-8479
978-7980	127 / 2	Gates	510 Morningview Dr. / 78220	Aronette McCollum-Bacon	333-3644
228-3320	129 / 4	Graebner	530 Hoover St. / 78225	Noemi Saldivar	923-0626

PHONE	NO./DIST	SCHOOL NAME	ADDRESS/ZIP CODE	PRINCIPAL	FAX
228-3325	131 / 4	Green	122 W. Whittier St. / 78210	Elida Navarro	534-6865
228-3330	132 / 4	Herff	996 S. Hackberry St. / 78210	Dr. Traci Smith	533-9500
438-6860	134 / 3	Highland Hills	734 Glamis Ave. / 78223	Dr. Joanelda G. De Leon	534-6484
228-3335	135 / 4	Highland Park*	635 Rigsby Ave. / 78210	Manuel Caballero	533-8132
228-3340	136 / 4	Hillcrest	211 W. Malone Ave. / 78214	Theresa Flores-Lopez	534-0691
978-7985	137 / 2	Hirsch	4826 Sea Breeze Dr. / 78220	Mary Rodriguez	648-1925
438-6580	139 / 7	Huppertz	247 Bangor St. / 78228	Francisca Whitaker	433-4984
228-3345	141 / 4	Japhet	314 Astor St. / 78210	John Kilgarriff	534-1665
228-3350	143 / 4	Kelly	1026 Thompson Place / 78226	Claudia Ramos	223-9065
978-7990	144 / 5	King	1001 Ceralvo St. / 78207	Anna Garcia	433-6477
738-9800	146 / 1	Lamar	201 Parland Place / 78209	Brian Sparks	822-7874
438-6545	148 / 7	Madison	2900 W. Woodlawn Ave. / 78228	Barbara Black	736-3356
738-9805	149 / 5	Margil	1000 Perez St. / 78207	Maria Avila	223-4984
438-6550	150 / 7	Maverick	107 Raleigh St. / 78201	Linda Nance	735-2444
978-7995	153 / 2	Miller	207 Lincolnshire Dr. / 78220	Nikki Foley Demby	333-0563
738-9810	155 / 6	Neal	3407 Capitol Ave. / 78201	Venus Medina	735-0839
438-6555	156 / 7	Nelson	1014 Waverly Ave. / 78201	Cynthia Ann Perez	733-9933
738-9815	157 / 5	Ogden	2215 Leal St. / 78207	Graciela De La Garza	432-0755
738-9820	158 / 1	Pershing	600 Sandmeyer St. / 78208	Kathleen St. Clair	226-4656
228-3355	160 / 4	Riverside Park*	202 School St. / 78210	Homer Rivera	534-6987
978-8000	140 / 5	Rodriguez	3626 W. Cesar E. Chavez Blvd. / 78207	Cynthia Rocha	433-6846
738-9825	161 / 6	Rogers	620 McIlvaine St. / 78212	Rosa Linda Lomas	734-4026
438-6865	164 / 3	Schenck	101 Kate Schenck Ave. / 78223	Donna Finch	333-0680
228-3360	165 / 2	Smith	823 S. Gevers St. / 78203	Lianna Cano	533-1066
438-6870	167 / 3	Steele	722 Haggin St. / 78210	Natasha F. Pinnix	533-5394
438-6875	168 / 3	Stewart	1950 Rigsby Ave. / 78210	Darlene McAlister	333-2597
978-8005	169 / 5	Storm*	435 Brady Blvd. / 78207	Jackie Ibarra-Lanford	224-1998
738-9840	172 / 2	Washington	1823 Nolan St. / 78202	Phyllis Foley-Davis	226-6589
978-8010	173 / 2	W.W. White	545 S. W.W. White Rd. / 78220	Marlon Davis	333-3223
738-9845	174 / 6	Wilson	1421 Clower St. / 78201	Jennifer Maestas	733-8756
438-6560	175 / 7	Woodlawn	1717 W. Magnolia Ave. / 78201	Dorene Benavidez	732-2037
438-6565	176 / 7	Woodlawn Hills	110 W. Quill Drive / 78228	Laura Roberts	432-5341
		ACADEMIES PK-8			
226-5441	102 / 6	Austin*	621 W. Euclid Ave. / 78212	Noemi Davila	226-6192
228-3300	107 / 1	Bonham*	925 S. St. Mary's St. / 78205	Will Webber	223-3899
738-9795	179 / 1	Hawthorne*	115 W. Josephine St. / 78212	Guadalupe (Pita) Rodriguez	733-1495
978-7935	142 / 2	King*	3501 Martin L. King Dr. /78220	Derrick Cade	223-6907
244-0395	210 / 3	Mission	9210 S. Presa St. / 78223	Maribel Rodriguez	633-9427
		EARLY CHILDHOOD EDUCATION CENTERS			
333-1130	240 / 2	Carroll	463 Holmgreen Rd. / 78220	Luz A. Barraza, Director	333-1133
432-6921	241 / 5	Carvajal	225 Arizona St. / 78207	Sonya Cardenas, Director	432-7828
533-5521	242 / 4	Knox	302 Tipton St. / 78204	Lisa Frost Garcia, Director	533-5539
226-5453	244 / 2	Tynan	925 Gulf St. / 78202	Gregorio Velazquez, Director	226-5799
		SPECIAL CAMPUSES			
226-3042	024 / 5	Cooper Academy	1700 Tampico St. / 78207	Joseph Zatarain	223-9031
438-6820	010 / 5	Estrada A.C. (7-12)	1112 S. Zarzamora St. / 78207	Donnie Whited	227-8656
212-4684	064 / 1	Pickett Academy (7-12)	1931 E. Houston St. / 78202	Mary E. Alvarez Garcia	212-3997

BOARD OF EDUCATION: Ed Garza, President, District 7; **Olga M. Hernandez**, Secretary, District 6; **Debra Guerrero**, Trustee, District 3; **James Howard**, Trustee, District 2; **Steve Lecholop**, Trustee, District 1; **Patti Radle**, Trustee, District 5; **Arthur V. Valdez**, Trustee, District 4.

SUPERINTENDENT OF SCHOOLS: Dr. Sylvester Perez

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

(Asterisk) denotes In-District Charter schools ❖ Blue text denotes Exemplary Schools ❖ Green text denotes Recognized schools

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

2013 - 2014 Instructional Calendar

Approved February 19, 2013

August

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14 - 16 & 21 - 23 - Staff Development
19 - 20 - Teacher Workday
26 - First Day of School

September

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 - Holiday - Labor Day

October

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

25 - End of 1st Nine Weeks
25 - Early Release Day for Students
25 - Teacher Collaboration/Planning Time at the end of the day
28 - Start of 2nd Nine Weeks

November

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

25 - 29 Holiday - Thanksgiving

December

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23 - 31 Holiday - Winter Break

January

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 - 3 - Holiday - Winter Break
16 - End of 2nd Nine Weeks
17 - Student Holiday/Staff Dev/Teacher Prof Time
20 - Holiday - MLK Jr. Day
21 - Start of 3rd Nine Weeks

February

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17 - Holiday/Bad Weather Day

March

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 - 14 Spring Break
28 - End of 3rd 9 weeks
28 - Early Release Day for Students
28 - Teacher Collaboration/Planning Time at the end of the day
31 - Start of 4th Nine Weeks

April

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18 - Holiday - Good Friday
25 - Holiday - Battle of Flowers

May

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

26 - Holiday - Memorial Day

June / July

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

5 - Last Day of School/End of 4th Nine Weeks
6 - Teacher Workday/Bad Weather Day Make-up Day
9 - Teacher Workday/Bad Weather Make-up Day if needed

Legend

- Holiday
- Student Holiday/Staff Development/Teacher Prof Time
- Teacher Workday
- Teacher Workday/Bad Weather Day
- Holiday/Bad Weather Makeup Day
- Holiday/Bad Weather Make-up
- Begin/End Grading Period
- Red - State Testing Dates

Nine Weeks: 1st = 44 2nd = 44 3rd = 43 4th = 46

October 25 & March 28 - early release days for students and teacher collaboration/planning time at end of day.

141 Lavaca Street ~ San Antonio, Texas 78210 ~ (210) 554-2200 ~ www.saisd.net

Superintendent's Cabinet

Dr. Sylvester Perez
Superintendent

Emilio Castro
Deputy Superintendent
Teaching and Learning Division

Toni Thompson
Associate Superintendent
Human Resources

Kamal ElHabr
Associate Superintendent
Facilities Services and Construction

Larry Garza
Associate Superintendent
Financial Services, Business Operations and Food Services

Sylvia Garza
Leadership Executive Director
School Leadership Division

Mona Lopez
Leadership Executive Director
School Leadership Division

Jose H. Moreno
Leadership Executive Director
School Leadership Division

Mary Macias
Leadership Executive Director
School Leadership Division

Dr. Rachel Cervantes
Executive Director
Curriculum & Instruction

Marcos Zorola
Chief Information Officer
Accountability, Technology & Management Information Systems

Carmen Vázquez-González
Executive Director
Governmental and Community Relations Division

Leslie Price
Executive Director
Communications and Printing Services

Tiffany Grant
Director
Board & Superintendent Services

Human Resources Directory

Human Resources Department
Toni Thompson, Associate Superintendent
554-8410

Employee Relations & Support
Jason Pirruccello, Director
554-8450

Administrative Services
Cynthia Solis, Director
554-8455

Recruitment, Hiring, & Retention
Gabril J. Munoz, Director
554-8520

Recruitment & Hiring,
Norma Scarcliff, Administrative Officer
554-8505

Recruitment & Hiring
Vacant, Administrative Officer
554-8519

Paraprofessionals & Substitutes
Arnoldo Gutierrez, Administrative Officer
554-8470

Classified Employees
Darlene Volz, Administrative Officer
554-8449

Compensation & Systems Management
Travis McKelvain, Director
554-8460

Employee Benefits, Risk Management & Safety
Irma R. Hernandez, Director
David Gracia, Assistant Director
554-8669

Policies, Procedures & Public Information
John Norman, Administrative Officer
554-8480

New Teacher Coordinator
Elizabeth Rojas
554-8432

DISTRICT INFORMATION

District Philosophy/Mission Statement/Core Beliefs/ Values
AE (LOCAL)
Mission Statement
To transform SAISD into a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

Core Beliefs
Core beliefs are the formal bedrock statements of the District's moral values and ethical code. The core beliefs of the District are:

- Every student can learn and achieve at high levels
- The District is responsible for the education and safety of every student.
- The District is responsible for the efficient and effective operation of the school system.
- Everyone should be treated with respect.
- People support what they help create.

Values
The values of the District represent the core priorities in the organization's culture, including what drives the employees' priorities and how they perform in the organization. The core values of the District are:

- Student-Centered Focus
- High Expectations
- Commitment
- Passion
- Integrity
- Respect
- Teamwork

Commitments
Commitment statements are those actions of the Board that will ensure the fulfillment of the District's mission. The Board is committed to:

- Making all decisions based on attaining student achievement at or above grade level.
- Ensuring that all decisions, actions, and resource allocations are made in the best interest of the students.
- Ensuring a safe learning and working environment for all students and employees.
- Ensuring fiscal responsibility to the taxpayers of the District.
- Leading by example.
- Maintaining the collaborative process for decision making.

District Improvement Plan (DIP)
SAISD's District Improvement Plan (DIP) guides the School Board, staff, and community in working toward the mission and goals of educating all children and continuously improving their academic performance. Paramount is the need to follow the District Academic Plan which provides a strategic focus to provide a sense of direction for and establishing a commitment to educating students and graduating all for success in college or career.

Governance Goal - establishes an effective operations structure that ensures organizational stability and maximizes student performance, effective planning, effective policy development and decision-making, prudent fiscal decision-making, and establishes district-wide accountability for all stakeholders at all levels of the organization.

Academic Goal **-** establishes expectations of excellence and equity in student academic performance and provides high quality instructional programs for all students.

Student Support Goal **-** establishes expectations of excellence and equity in student social and life skill development and provides high quality and personalized student support services to all students.

Administration Goal **-** establishes an effective, efficient organizational structure that promotes excellence in the performance of all District staff and ensures high quality administrative support services through a district-wide accountability system.

Human Resources Goal **-** establishes an effective recruitment, hiring, and retention process to maintain the desired quantity and quality of personnel necessary to achieve the organization's mission.

Communication Goal **-** provides and maintains effective internal and external two-way communications that inform all stakeholders throughout the school district in a systematic and comprehensive way and are disseminated continuously and promptly.

School-Community Relations Goal **-** establishes and maintains student-centered and meaningful relationships with parents, business, civic, and community leaders to provide meaningful support to the public schools.

Special Facilities Construction and Improvement (Bond Construction) Goal **-** ensures effective and efficient implementation of the facilities construction and improvement program.

While the District has carefully developed its improvement plan to fully address the charted course to exemplary, it is difficult to reflect all District initiatives within a single document. Most of the goals and strategies presented in this plan were those specifically crafted to articulate and coordinate school and District activities related to the improvement of the instructional process.

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

The Board of Trustees is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Trustees serve without compensation, must be registered voters, and must reside in the District. Trustees are elected from single-member districts with elections being held biannually on the second Saturday in May of odd-numbered years for four-year terms in cycles keyed off the years below:

- Districts 1, 3, 4 & 7: 2013, 2017, 2021, etc.
- Districts 2, 5, & 6:2015, 2019, 2023, etc.

Generally, trustees meet on the second and third Monday of each month at 5:30 p.m. at the location in the District as posted with the notice for that meeting. Additionally, Board Work Sessions may be scheduled as needed. A written notice of regular and special meetings will be posted on the district Web site and at the SAISD Board Room, 141 Lavaca, 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. Under certain circumstances, Texas law permits the Board to go into a closed session. 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.

BOARD OF EDUCATION

Ed Garza, District 7 – President

Olga M. Hernandez, District 6 – Secretary

Steve Lecholop, District 1 – Trustee

Arthur V. Valdez, District 4 – Trustee

Debra Guerrero, District 3 – Trustee

James Howard, District 2 – Trustee

Patti Radle, District 5 – Trustee

Dr. Sylvester Perez –Superintendent

EMPLOYMENT

Equal Employment Opportunity
Policy DAA, DIA
The San Antonio Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, national origin, disability, military status, genetic information, or on any other basis prohibited by Title IX of the Education Amendments of 1972. 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 are made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact Toni Thompson, the district Title IX coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact Irma Hernandez, the district's ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements
Policy DC
To the extent possible, announcements of job vacancies by position and location are posted on a regular basis on the District's web site.

Employment After Retirement
Policy DC
Individuals receiving retirement benefits from the Teacher Retirement System of Texas (TRS) may be employed in limited circumstances on a full- or part-time basis, 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 Non-Contract Employment
Policies DC series
State law requires the District to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for non-renewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District.

Probationary Contracts: Nurses and full-time professional employees new to the District and employed in positions requiring SBEC certification must receive probationary contracts during their first year of employment if they have not been previously employed by the District. Former employees who are hired after at least a two-year lapse in District employment also may be hired by probationary contract. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the District may not exceed one school year. For those with less experience, the probationary period will be three school years, with an optional fourth school year if the Board determines it is doubtful whether a term or continuing contract should be given. In order to be considered a complete year the employee must begin working before or by the first day of instruction.

Term and Continuing Contracts: Full-time professionals employed in positions requiring certification and nurses will be employed by term or continuing contracts after they have successfully completed the probationary period. 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.

Non-certified Professional and Administrative Employees: Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) may be employed by term contract, non-chapter 21 contracts, or at-will.

At-Will: All paraprofessional employees (educational assistants, clerical staff, food service staff, plant service staff, and transportation staff), regardless of certification, are employed at-will and not by contract. Other District employees may also be employed at will. Employment is not for any specified term and may be terminated at any time by either the employee or the District.

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, lockers, and private vehicles parked on District premises or worksites or used in district business.

Employees Required to Have a Commercial Driver's License: Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people,

counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving a commercial motor vehicle.

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

All employees required to have a CDL who 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 about alcohol and drug policies and related educational material should contact the Human Resources Department at 554-8440.

Health Safety Training
Policy DBA, DMA
Designated employees require certification through the American Heart Association CPR/First Aid/Automated External Defibrillator (AED) course conducted by certified trainers. Training is required for all campus physical education teachers, campus nurses, health assistants, marching band directors, cheerleading coaches, student athletic trainers, middle/high school coaches or chief sponsors of an extracurricular athletic activity that is sponsored or sanctioned by the District or University Interscholastic League (UIL). Employees 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), and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, UIL, or another organization that provides equivalent training and certification. All coaches must have a current CPR, AED, and first-aid certification on file with their campus administrators and/or athletic coordinator before assuming their coaching duties.

Reassignments and Transfers
Policy DK
All personnel are subject to assignment and reassignment if the Superintendent or designee determines that the assignment or reassignment is in the best interest of the district.

Whenever possible, without violating contract obligations or policy provisions, the principal and department head will have input in the selection and placement of personnel. Assignments are made to approved, budgeted positions only. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and District policy DGBA (Local).

Employees will be notified of changes in assignments for the next school year as soon as possible, but no later than the last teacher contract day of the current school year. If a change in assignment is made later than the last contract day of the school year, the employee will be notified within ten business days of the decision. If a reassignment occurs after the last contract day, a written notice or conference may be requested to include the educational rationale for the reassignment.

Principals and department heads are responsible for assignments and reassignments of personnel within a campus or department. Requests for changes in assignment at the campus or department level must be submitted in writing to the principal or department head.

Employees with the required qualifications for a position may request a transfer to another campus or department. A request for transfer must be completed through the on-line process and submitted to the Human Resources Department in accordance with established procedures and timeframe. Requests for transfer during the school year will not be made except in unusual or exceptional circumstances.

The District has guidelines regarding restrictions for "identified" relatives to work on the same campus or department. The listing of restrictions is listed in DK (LOCAL).

Workload and Work Schedules
Policy DEA, DL
Professional employees: Professional and academic administrators are exempt from overtime pay and are employed on a 10, 11, 11½, or 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the workday schedule for teachers and all school holidays.–Notice of work schedules including start and end dates, and scheduled holidays are distributed to all employees 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 within the instructional day. Teachers and librarians are entitled to a duty free lunch period of at least 30 minutes. The District may require teachers to supervise students during their lunch period one day a week when no other personnel are available.

Paraprofessional Employees: Support employees are employed at-will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior written

approval from their supervisor.

Notification to Parents Regarding Qualifications

Policy DBA, DK

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 highly qualified. Texas law requires the parents to 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, is inappropriately certified, or if the child is assigned to uncertified teachers to include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. This notice is not required if parental notification under NCLB is sent. Employees who have questions about their certification status can call Cynthia Solis at 554-8456.

Outside Employment and Tutoring

Policy DBD (LOCAL)

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. Teachers are not allowed to privately tutor their students for pay, except during the summer months.

Performance Evaluation

Policy DN series

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

Employee Involvement

Policy BQA, BQB

At the campus, area, and District levels, San Antonio Independent School District offers opportunities for involvement in matters that affect employees. As part of the District's planning and decision-making process, employees are elected to serve on District, area, or campus-level advisory committees as coordinated through the Integrated Communications Network. Plans and detailed information about the shared decision-making process are available at each campus office or from the campus principal. Campus improvement plans are available at each campus. Information about this process is available at each campus or through the Parent, Community & Business Partnerships Department.

Professional Learning

Policy DMD (LOCAL)

Professional learning activities are organized to support the district's Theory of Action [See EHAA (LOCAL)]. Professional development will be structured and delivered around the comprehensive curriculum management system and aligned to student and employee performance standards. Appropriate professional development is designed for, provided to, and expected of all employees. Employees shall attend professional development sessions that occur before, during, or after duty hours, when requested by their supervisor. The design principles of the sessions will include a focus on customer service and communication at all levels. In addition, the design of the sessions will be results-driven and aligned to district, campus, and/or department goals. Professional development will include both voluntary and mandatory participation.

Individuals holding renewable State Board for Educator Certification certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at Board meetings, in District newsletters, and through special events and activities. Recognition and appreciation activities also include the following:

- KENS TV Excel Award
- Trinity Prize and Excellence Award
- San Antonio Spurs Teacher of the Game
- H-E-B Teacher Award
- National Board Certified Teachers (annually)
- Service Pins (distributed on 5-year increments for SAISD service)
- Rising Star New Teacher Award
- Retiree Banquet (annually)

District Communications

Throughout the school year, the Communications Department and others publish newsletters, newspapers, brochures, fliers, news releases, and other communication materials in hard copy and on-line at: www.saisd.net. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

- ***Vision SAISD*** – A community newspaper delivered three times a year to all SAISD households and businesses.
- ***Board Highlights*** – A monthly email regarding Board of Trustee meeting actions and information distributed to all active SAISD email accounts.

- ***Insider*** – an electronic and print newsletter for employees.
- ***Bond Projects Update*** – a monthly report on milestones in the projects funded by Bond 2010.

COMPENSATION AND BENEFITS

Salaries, Wages, and Stipends
Policy DEA, DEAA, DEAB
Employees are paid in accordance with administrative guidelines and an established pay structure. The District's compensation plans are reviewed by the administration each year and adjusted as needed. All District positions are classified as exempt or non-exempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are not entitled to overtime compensation. Non-exempt employees such as police, plant maintenance workers, bus drivers, driver assistants, warehouseman, mechanics, custodial workers, food service workers, clerical and paraprofessional staff are generally classified as non-exempt. These non-exempt employees are paid on an hourly rate and are subject to the overtime provisions of the Fair Labor Standards Act. Compensatory time may be paid in lieu of overtime monies for overtime hours that have been worked and/or accrued.

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the Board of Trustees. All employees will receive written notice of their pay and work schedules at the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid not less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend or supplement in addition to their salary in accordance with the District's extra-duty pay schedule. These supplemental duties are not part of the employee's employment contract and can be terminated at any time and for any reason by the employee or the District.

Employees should contact the Human Resources Department, Compensation and Systems Management, at 554-8600 if they require additional information regarding their own pay or the District's pay schedules. Specific contact information may be obtained on the Human Resources web page.

Annualized Compensation
Policy DEA
The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly payments, beginning with the first pay period of the school year. If a salaried employee separates from service or retires under TRS, the employee shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation, if any is due and owing.

Paychecks
Professional and paraprofessional employees are paid monthly with the exception of 240, 245, 192, 185, 182 day employees, part time employees, substitute food service workers, and substitute teachers, who are paid on a bi-weekly schedule. During the school year, paychecks for employees who participate in the Direct to Bank Deposit Program are deposited to the financial institution of their choice. Payroll checks for employees who do not participate in this program are delivered to the campus as are payroll check stubs. Substitute teachers, substitute food service workers and part-time employees receive their payroll check stub at the home address on file.

Paychecks will not be released to any person other than the District employee named on the payroll check, without the employee's written authorization. During the summer break, pay checks will be deposited for participants in the Direct to Bank Program. Payroll check stubs are mailed to the home address on file, as are checks for employees not on the Direct to Bank Deposit Program.

Automatic Payroll Deposit
Employees may have their paychecks electronically deposited into an account at any financial institution in Texas. With automatic deposit, an employee's pay will normally reach the various financial institutions the night before a scheduled pay date. Each employee using this service will receive an earning statement (voided check) on payday. Employees must complete the required form and submit a voided deposit slip to initiate this service. Contact the payroll office, 554-8550, for more information about the automatic payroll deposit service.

Payroll Deductions
Policy CFEA
Automatic payroll deductions for the Texas Teacher Retirement System (TRS), Social Security, and federal income tax are required for all employees. Medicare tax deductions also are required.
Other payroll deductions that appear on employee pay stubs include deductions for the employee's share of premiums for health, dental, life, and vision insurance; and annuities. Employees also may request payroll deduction for payment of membership dues to professional organizations, in accordance with Board Policy. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation
Policy DEA
The District compensates overtime for non-exempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or non-exempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only non-exempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Non-exempt employees are not

authorized to work beyond their normal work schedule without prior written approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight time pay or equivalent time off in the same work week. Employees must work more than 40 total hours in a week to earn overtime compensation. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Saturday and ends at midnight Friday.

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all non-exempt employees:

- All overtime must have prior approval from the employee's supervisor and in compliance with the appropriate administrative procedure (C3).
- Comp time must be used in the duty year in which it is earned.
- Employees can accumulate up to 60 hours of comp time with prior supervisor approval.
- 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 compensatory time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time sheets will be maintained on all non-exempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement
Policy DEE
Prior approval for all travel, including prepaid expenses such as supplies or books, must be obtained before any expenses are incurred by the employee's supervisor and the Finance Department. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district and the Internal Revenue Service (*see SAISD Travel Guidelines).* Employees must submit receipts and follow other guidelines to be reimbursed for expenses.

Health, Dental, and Life Insurance
Policy CRD
Group health insurance coverage is available to all eligible employees. The District's contribution to employee insurance premiums is determined annually by the Board of Trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in separate annual enrollment benefits packets and publications.

The insurance plan year is from January through December. New employees must enroll within 31 days from the first day of employment. Current employees can make changes in their insurance coverage during the annual enrollment period (usually August-September) of each year. Employees should contact the office of Employee Benefits, Risk Management and Safety at 554-8660 for more information.

Pre-Tax Plan
(Section 125 Cafeteria Plan – Premium Only Plan [POP])
Employees may be eligible to participate in the Pre-Tax Plan (Section 125 Cafeteria Plan – Premium Only Plan [POP]) and, under IRS regulations, may either accept or reject this method of payroll deduction. The POP allows for certain employee paid group insurance premiums to be paid with ***pre-tax dollars*** (e.g., health, dental, vision, life, and disability).

New employees may elect to participate during their first month of employment. All employees have an opportunity to change pre-tax status elections during the specified annual enrollment period.

Workers' Compensation Insurance
Policy CRE
The purpose for providing workers' compensation insurance is to compensate injured employees for a compensable disability resulting from injuries or occupational illnesses sustained in the course and scope of employment with the District. Only injuries or illnesses sustained in the course of employment will give rise to a compensable workers' compensation claim. Workers' compensation insurance will pay for compensable medical treatment and income replacement wages to employees injured in the course and scope of their employment. Specific benefits are prescribed by law depending on the merits of each workers' compensation claim.

All work-related injuries or illnesses should be reported immediately to the supervisor. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code by the Texas Department of Insurance – Division of Workers' Compensation.

Unemployment Compensation Insurance
Policy CRF
Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits.

Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the office of Employee Benefits, Risk Management and Safety at 554-8667.

Teacher Retirement
All personnel employed on a regular basis and who contribute to TRS are members of the Teacher Retirement System of Texas (TRS). To be eligible for TRS membership credit, substitute service must have been for a

minimum of 90 days in one school year. Substitute service rendered in more than one school district, within the same school year, may be combined to meet the 90-day minimum requirement.
TRS provides members with an annual statement of their account showing all deposits and the total account balance as well as an estimate of their retirement benefits.

An employee who plans to retire under TRS should notify his/her immediate supervisor and the Human Resources Department by completing and submitting the D16-A "NOTICE OF RETIREMENT OR RESIGNATION" form as soon as possible. For assistance with the TRS retirement process, please contact the office of Employee Benefits, Risk Management and Safety at 554-8664. Additional inquiries should be addressed to:

Teacher Retirement System of Texas,
1000 Red River Street,
Austin, TX 78701-2698,
or call 800-223-8778 or 512-542-6400.

TRS information is also available on the Web (www.trs.state.tx.us).

LEAVES AND ABSENCES

Leaves and Absences *Policy DEC, DECA, DECB*
The district offers employees paid and unpaid leaves of absence in time of personal need. This handbook describes, in summary, the basic types of leave available and restrictions on leaves and absences. (For more specific details reference *DEC, DECA and DECB Legal, DEC Local and DEC Administrative Procedures)* Employees, who are absent or anticipate being absent more than five consecutive workdays because of personal illness or illness in the immediate family, should call the office of Employee Benefits, Risk Management and Safety at 554-8668 or 554-8671 for information about leave application requirements, benefit continuation while on leave, eligibility for family medical leave and submission of medical certification requirements evidencing the need for a leave.

Leave Available for Use
The District shall make state personal and local leave for the current year available for use at the beginning of the school year in compliance with administrative procedures.

The District shall not approve paid leave for more workdays than have been accumulated in prior years plus those available during the current year. Any absences beyond available paid leave shall result in deductions from the employee's pay.

Earning Leave
An employee will not earn local leave when he/she is on an unpaid leave. An employee using full or proportionate paid leave shall be considered to be in paid status.

Under current law, each employee shall receive five days per year of "discretionary personal" leave with no limit on accumulation.

All employees may earn up to five workdays of paid local non-discretionary sick leave per school year. However, an employee whose employment exceeds 194 workdays shall be eligible to earn a prorated portion of two additional workdays of local leave. The proration shall occur in half-day increments based on the total number of days worked in a regular position.

Order of Use
Earned compensatory time shall be used before any available paid state and local sick leave. Unless an employee requests a different order, available paid state and local sick leave shall be used in the following order, as applicable:

1. Local sick leave, until exhausted.
2. State sick leave accumulated before the 1995-96 school year, until exhausted.
3. State personal leave, until exhausted.

Requesting a Substitute or Reporting an Absence
When an employee must be absent there are specific guidelines for reporting purposes. The following eligible employees **MUST** request a substitute through the Sub Finder system or Web Connect:

- Teachers
- PK Assistants
- Special Education Support Personnel (SSP)
- Deaf Interpreters
- PE Assistants
- Elementary Library Assistants
- Instructional Assistants (State Comp)
- Child Development Specialists
- Cooks (secure substitutes through their cafeteria manager)

The SubFinder System and Web Connnect are operable 24 hours a day, seven days a week. The number to enter SubFinder is (210) 272-8200. In order to access Web Connect, simply log onto the District's web site at http://www.saisd.net.

You may contact the SubFinder Help Desk at (210) 554-8475.

Verbal commitments are binding and **MUST** be entered into the SubFinder system. At this time, all personnel not eligible for the SubFinder system shall report his/her absence in accordance with their campus or department reporting procedures.

Non-Discretionary Use of Leave
Non-discretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. Non-discretionary use of leave is leave used for the employee's immediate family, leave used for emergencies, leave used for a death in the employee's immediate family, or leave used when

situations, occurrences, or incidents prevent the employee from reporting to work.

Discretionary Use of Leave
Discretionary use of leave is leave for which the employee knows in advance will be necessary and/or leave that can be planned for in advance.

Because discretionary use of leave can be anticipated, and if applicable to the position, the employee should report it to the SubFinder/WebConnect System and to the principal or immediate supervisor as soon as the employee is aware that the absence is going to occur, no matter how far in the future. Failure to timely report absences to the principal, immediate supervisor, and the SubFinder/WebConnect system, if applicable, may result in disciplinary action up to and including termination of employment.

Discretionary personal leave may not be taken or approved for more than three (3) consecutive workdays. **If there is evidence of abuse of discretionary personal leave, use of the personal leave days may be investigated and disciplinary action may result.**

In order to preserve the continuity of the instructional program, the District calls attention to the importance of attendance of campus-based (if applicable) and instructionally related personnel on the days listed below. The use of discretionary days by any employee in a manner that negatively impacts the students or mission of the District may be addressed through the District's disciplinary procedures.

1. On the first five or last five teaching days of each school year;
2. On the day before or after an extended break consisting of three or more consecutive days (excluding weekends);
3. On days scheduled for end of semester or end of year exams;
4. The week prior to state-mandated assessments;
5. The week during state-mandated assessments;
6. On assigned professional or staff development days.

Recording of Leave
Leave shall be recorded in accordance with guidelines found in the payroll manual and in administrative procedures, except in accordance with provisions for intermittent leave in the Family and Medical Leave Act (FMLA) or when coordinated with workers' compensation benefits. An employee will be charged leave as used even if a substitute is not employed or required.

Concurrent Use of Leave
When an absent employee is eligible for FMLA leave, the District will designate the absence as FMLA leave and require the employee to use compensatory time, paid leave, and temporary disability leave concurrently with FMLA leave. An absence due to a work-related injury or illness shall run concurrently with and be designated as FMLA leave, if applicable.

Family Medical Leave General Provisions
For purposes of an employee's entitlement to FMLA, the rolling 12-month period shall be measured backward from the date an employee uses FMLA leave. FMLA leave entitlement is up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Birth, adoption, or foster placement of a child
- Care for a spouse, parent, or child with a serious health condition
- Care for the employee's own serious health condition
- A qualifying exigency resulting from a family member's call to active military duty

In the case of military caregiver leave, an eligible employee's FMLA leave entitlement is limited to a total of 26 workweeks of leave during a "single 12-month period." The "single 12-month period" is measured forward from the date an employee's first FMLA leave to care for the covered service member begins, regardless of the method used by the District to determine the 12-month period for other FMLA leaves. FMLA leave entitlement is up to 26 weeks of unpaid, job-protected leave to eligible employees for the following reason:

- Care for a family member who is a current U.S. service member and who becomes seriously ill or injured in the line of duty while on active duty

If both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks and a combined total of 26 weeks for military caregiver leave.

The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

An employee shall comply with reasonable requests from the District to provide medical certification or clarification from the treating health care provider(s) licensed to practice in the United States if illness or injury is the reason for the leave. Medical re-certification shall be requested and provided upon expiration of the initial certification, if the employee is still unable to work. If the employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.

A teacher desiring to return to work at or near the conclusion of a semester shall be reinstated in accordance with LEAVE AT THE END OF A SEMESTER in DECA (LEGAL).
If at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. Additionally, failure to return to work absent a resignation shall be considered good cause for termination.

Temporary Disability Leave
An unpaid or paid leave of absence for temporary disability under the Education Code is available only to full-time educators. "Full-time educators" shall mean employees whose positions require certification as required by Chapter 21 of the Education Code and the State Board of Educator Certification. The maximum length of temporary disability shall be 180 calendar days. The full-time educator shall make a request for a leave of absence for temporary disability to the Superintendent or designee. The request shall include medical certification confirming the employee's inability to work and shall state the date the leave will begin and probable date of return as certified by the physician.

The Board may place an educator on a leave of absence for temporary disability if, in the Board's judgment and in consultation with a physician who has performed a thorough medical examination of the educator, the educator's conditions interferes with the performance of his or her regular duties. The Board's inquiry must be job-related and consistent with business necessity.

A full-time educator who returns to work after a leave of absence for temporary disability shall be entitled to an assignment at the school where the educator formerly taught, subject to the availability of an appropriate teaching position. If unavailable, the employee shall remain on inactive status until a position is available. In any event, the educator shall be placed on active duty no later than the beginning of the next school year.

All other professionals under contract who qualify for temporary disability leave may return to a previously vacated position, subject to availability, upon release to return to work. If the position is unavailable, the employee shall be assigned to an alternate position through the end of the contract term.

Workers' Compensation
Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.
An employee eligible for workers' compensation income benefits and not on assault leave shall have two options for receiving workers' compensation benefits: the employee may either receive only workers' compensation benefits or use available partial-day increments of paid leave to make up the difference between the employee's income benefits and the pre-injury daily base rate of pay. The employee must elect one of the two options, in writing. [See Policy CRE] Once an election is made, it cannot be changed.

Assault Leave
Assault leave, during which the employee receives workers' compensation wage benefits supplemented by the District up to the pre-assault weekly salary, shall be designated and shall run concurrently with family and medical leave.

Sick Leave Bank
The District shall establish a sick leave bank that employees may join through contribution of earned local sick leave or state personal leave.

Leave contributed to the bank shall be extended to the employee's immediate family. An employee who is a member of the bank and who has exhausted all available paid leave, and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family, may request leave from the bank.

If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.
The Superintendent or designee shall develop administrative procedures for the operation of the sick leave bank that address the following:

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

Other Employment While on Leave
An employee may not perform work in any capacity while on any type of leave status with the District, whether with the District or with another employer, except as approved by the District as part of an approved return-to-work or transitional duty assignment with the District. Exceptions may be granted for employees on approved professional development leave to substitute or work part-time in the District.

Working during a leave of absence without prior approval from the District shall be considered a violation of the District's leave policy and may be grounds for immediate termination of at-will employees or recommendation of termination for contract employees.

Professional Development Leave
An employee who is not on probationary status may be granted leave without pay for the purpose of professional development. Such leave shall generally be for a period of one term or one employment year, although a shorter term may be granted upon approval by the Superintendent or designee.

Professional development leave is to be used to pursue additional certification or study at an accredited college or university or for other professional development activities that are approved by the Superintendent or designee. The District has chosen not to grant developmental paid leaves

of absence under Education Code 21.452. Leave shall not be granted for online or correspondence courses, and all leave must be approved by the Superintendent or designee.

Bereavement Leave
Use of leave for death in the employee's immediate family shall not exceed five workdays per occurrence, subject to the approval of the District. If no accrued leave is available, the employee may request up to five unpaid workdays for the death of an immediate family member.

Court Appearances
Absences for court appearances related to an employee's personal business shall be deducted from the employee's available leave or shall be taken by the employee as leave without pay if he or she does not have a personal leave balance.

Absences for court appearances in which an employee is required to respond to a lawfully-issued court subpoena, whether for personal or District business,, shall be treated as though the employee is working and shall not be deducted from available leave. A copy of the lawfully-issued court subpoena must be provided to the employee's principal or immediate supervisor prior to the time the employee is required to appear in court. Available leave shall not be deducted only for the period of time for which the employee is required to complete his or her court appearance in compliance with the subpoena, and any leave from work taken after completion of the court appearance shall be subject to applicable deductions.

An employee shall be granted leave with pay and without loss of accumulated leave for jury duty. The employee shall be required to present documentation of the service and shall be allowed to retain any compensation for this service.

Military Leave
Any employee who is a member of the Texas National Guard, Texas State Guard, or reserves 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 per federal fiscal year (October 1 through 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.

Reimbursement of Leave Upon Separation
The following leave provisions shall apply to state and local sick leave earned by a District employee.

An employee who separates from employment with the District shall be eligible for reimbursement of state and local sick leave under the following conditions:

1. If retiring, the employee must be eligible for retirement under applicable TRS guidelines;
2. If resigning, the employee must have ten years of consecutive service with the District immediately preceding the resignation;
    a. The employee must be a full-time employee, as defined by District Policy;
    b. The employee shall be employed through the last workday as established by the calendar for the current year; and

The employee provides advance written notice of intent to separate form employment. Employees must provide written notice of their resignation to the Human Resources department no later than April 15th, or the next business day if it falls on a weekend or school holiday. The employee shall be reimbursed for each day of state and local sick leave, at a rate established by the Board. The Board shall have the exclusive right to change, suspend, or terminate this program at any time and for any reason based on the needs of the District.

Absence Control Policy Provisions
All employee leave shall be provided for the specific purposes stipulated in policy and/or state law. An absence from work shall be based on a particular leave status. An employee's absence without leave (AWOL) shall not be permitted and shall be deemed an abuse of the leave program. Abuse of the employee leave program, including excessive absenteeism, is a violation of District policy and may result in disciplinary action up to and including loss of pay, suspension, demotion, or termination of employment.

An absence without leave means being absent without available leave and not on Superintendent-approved administrative leave.

Employees shall arrive to work by the time designated by their work schedules. Unexcused or excessive tardiness may result in disciplinary action up to and including termination of employment and shall constitute good cause for termination of employment.

An employee may be terminated for good cause when he or she:

1. Fails to return to work and fails to notify the office of Employee Benefits, Risk Management and Safety within three workdays following a release by the treating physician;
2. Fails to report to work and fails to request or extend a leave of absence; or
3. Fails to report to work after exhausting all paid leave and, if eligible for leave of absence, does not request a leave.

The uniform enforcement of a reasonable absence control policy is not retaliatory discharge.

All employee leave shall be provided for the specific purpose stipulated in policy and is not intended to be used as a vacation or for mere convenience. Except for discretionary use of state personal leave, documentation may be required for any chronic absences as determined by the Superintendent or designee. Abuse of the employee leave program and/or excessive absenteeism is a violation of District policy and may result in disciplinary action up to and including loss of pay, suspension, demotion, or

termination of employment, in accordance with appropriate District policies.

Upon the expiration of all leave for which an employee has applied and is eligible, the District shall notify the employee in writing that his/her leave has expired if the employee has not already returned to work.

An employee shall have ten workdays within which to apply for any leave for which the employee may be eligible or to notify the District in writing that the employee is ready, willing, and able to return to work. A medical clearance showing that the employee is physically able to perform the essential functions of his/her positions, with reasonable accommodations if necessary, shall be required to return to work. Additionally, some jobs shall require the employee to submit to a fitness-for-duty evaluation paid for by the District wherein the employee must demonstrate the ability to meet all of the essential functions of his or her job.

An at-will employee who does not receive approval of such additional leave and who does not report and document his or her availability and fitness to return to work within the ten workday period shall be deemed to have voluntarily resigned his or her employment with the District, effective immediately upon the expiration of the ten workday period designated in such notice, and shall be offered health benefits according to COBRA.

An at-will employee who fails to return to work after exhausting all available leave, regardless of the type of leave, shall be deemed to have voluntarily resigned his/her employment with the District and shall be offered health benefits according to COBRA.

A contract employee's failure to receive approval of such additional leave and his or her subsequent failure to report and document his or her availability and fitness to return to work, within the ten workday period, shall be considered good cause for termination. A contract employee's failure to return to work after exhausting all available leave, regardless of the type of leave, shall be considered good cause for termination in accordance with applicable District policies.

GRIEVANCES

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 appropriate administrator at any time.

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees may present the 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:

Employee Complaints
Policy DGBA
Purpose
The purpose of this policy is to provide employees an orderly process for the prompt and equitable resolution of complaints. The Board intends that, whenever feasible, complaints be resolved at the lowest possible administrative level.

Notice to Employees
The principal of each campus and other supervisory personnel shall ensure that all employees under their supervision are informed of this policy. Employees shall be provided a copy of the policy at the time of employment. The policy is also available at www.saisd.net.

Definition
Complaints under this policy shall be limited to allegations of violations of specific written Board policy, specific allegations of unlawful discrimination in employment on the basis of gender (including allegations of sexual harassment), race, religion, national origin, age, or disability, or on the basis of the employee's exercise of constitutional rights [See DIA (LOCAL)]. A complaint must specify the individual harm alleged.

Complaints not alleging a violation of written Board policy, unlawful employment discrimination, or deprivation of a constitutional right shall be resolved in accordance with administrative procedures at the administrative level closest to the complainant, and shall not be covered by the following provisions. If not resolved by administrators to the satisfaction of the employee bringing the complaint, the employee may present the complaint to the Board during the open forum portion of a subsequent Board meeting. [See BED (LOCAL)]

Complaints shall be specific and may not be required to proceed on the basis of allegations that are merely conclusory in nature. Complaints brought under this policy shall be in writing and shall identify the Board policy and each specific act and/or omission complained of that is alleged to be a violation of Board policy. Complaints shall specify each specific act and/or omission complained of that is alleged to be employment discrimination or a deprivation of a constitutional right.

'Whistleblower' Complaints
Employees who allege unlawful discrimination in retaliation for reporting a violation of law to
an appropriate authority [see DG] shall invoke this policy no later than 15 workdays after the date the alleged adverse employment action occurred or the employee first knew of the alleged adverse employment action. The complaint shall begin at Level Two. If the complaint is not resolved at that level, the Superintendent shall ensure that

the matter reaches the Board expeditiously. Time lines for the employee and the District set out in this policy may be shortened to ensure that the Board's final decision is made before the 61st day following the initiation of the grievance procedure.

Timelines:
The administrator at each level shall respond in writing to the employee within ten days from the completion of a grievance hearing. The employee has ten days after receiving a response to appeal to the next level. The complaint shall be considered concluded if the employee does not appeal within that time limit.

Consolidation
When the Superintendent determines that two or more individual complaints are sufficiently similar in nature and remedy to permit their resolution through one proceeding, the Superintendent may consolidate the complaints. All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained.

Appeals to the Board
The employee and the administration shall have an opportunity to make presentations, not to exceed 30 minutes, to the Board. [See BED (LOCAL)] Any and all complaints before the Board shall be recorded by audio tape. The Board shall listen to the complaint, but is not required to respond or take any action on the matter. No action by the Board upholds the administrative decision at the previous level.

Grievance Levels
Level One: An employee who has a complaint shall request a meeting with the party designated herein for initial complaint resolution within 30 days of the time the employee first knew or should have known of the event or series of events causing the complaint. The employee bringing the complaint shall submit the complaint in writing. Unless otherwise agreed between the parties, the Level One meeting shall be conducted within ten days of receipt of the written complaint. The principal/supervisor shall notify the employee of the date, time and place of the grievance hearing at which the complaint may be given. The administrator shall respond in writing to the employee within ten days from the completion of a grievance hearing. The employee has ten days after receiving a response to appeal to the next level. The complaint shall be considered concluded if the employee does not appeal within that time limit.

Level Two: If the outcome of the hearing at Level One is not to the employee's satisfaction, or if the administrator does not respond in writing to the employee within ten days from the completion of the grievance hearing, the employee may request to meet with the Level Two party designated to hear appeals from Level One. The employee has ten days after receiving a response at Level One to appeal to Level Two. Unless otherwise agreed among all parties, the Level Two meeting shall be conducted within 15 days of receipt of the written complaint; in extenuating circumstances, the time period may be extended to 20 days. If the 15-day period for a Level Two hearing falls during the summer months when employees involved in the hearing are not on duty, the hearing will be conducted as soon as practicable following the return of all parties to duty, or earlier when agreed upon by all parties involved, or when otherwise necessary to comply with DGBA (LEGAL).

The administrator shall respond in writing to the employee within ten days from the completion of a grievance hearing. The employee has ten days after receiving a response at Level Two to appeal to Level Three. The complaint shall be considered concluded if the employee does not appeal within that time limit.

The Superintendent or designee shall notify the employee of the date, time, and place of the grievance hearing at which presentation of the appeal may be given. The party designated herein for Level Two appeals for purposes of this policy is the Superintendent or designee.

Level Three: If the outcome of the hearing at Level Two is not to the employee's satisfaction, or if the administrator does not respond in writing to the employee within ten days from the completion of the grievance hearing, the employee may request to meet with the Level Three party designated to hear appeals from Level Two. The employee has ten days after receiving a response at Level Two to appeal to Level Three. The complaint shall be considered concluded if the employee does not appeal within that time limit.

The Superintendent or designee shall notify the employee of the date, time, and place of the meeting at which presentation of the appeal may be given. The meeting at which the Board hears the appeal shall be held within 30 days of receipt of the appeal, unless otherwise agreed upon by all parties involved.

The Board shall make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.

The party designated herein for Level Three appeals for purposes of this policy is the Board.

Other Review Process: Some complaint topics are governed by other review processes and are not subject to this policy. Employee termination procedures are found in policy series *DF* and at *DCD (LOCAL)*. An employee's dismissal or non-renewal may be the subject of a complaint under this policy only if the District does not otherwise provide for a hearing on the matter. For third party complaints against peace officers, see *CKE (LEGAL)*.

Sexual Harassment: No procedures or steps in this policy shall have the effect of requiring the employee alleging

sexual harassment to present the matter to a person who is the subject of the complaint. The employee may proceed to the next higher level. [See also *DIA (LOCAL)*]
At any time during the grievance process, the employee or the person who hears the complaint may turn a complaint of sexual harassment over to a Title IX coordinator, who shall be responsible for conducting an investigation of the facts, facilitate mediation between the complainant and the person against whom the complaint has been directed, and/or make recommendations to the Superintendent. [See *DAA (LOCAL)]*

Upon referral to a Title IX coordinator, the complaint process initiated under this policy shall be abated until the completion of the Title IX coordinator's investigation and/or mediation services and until appropriate recommendations have been made to the Superintendent.

Nondiscrimination
The names of District coordinators for compliance with federal nondiscrimination laws are found in *DAA (LOCAL)*. Issues specific to sexual harassment complaints are found in Board policy *DIA (LOCAL)*.

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

All employees serve as role models for the student body. As such, employees shall treat all individuals with respect, dignity, good manners, and civility demanded of a civilized nation. An intentional failure to comply with one or more specific standards of behavior previously communicated will subject an employee to disciplinary action, including but not limited to reprimand, reassignment, suspension with or without pay, contract non-renewal, termination of employment other than non-renewal, or other appropriate Board or administrative action.

All District employees should perform their duties in accordance with state and federal law, district policy, and ethical standards. Violations of policies, procedures, or guidelines may result in disciplinary action, up to and may include termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the Superintendent first learns of the incident.

All employees certified by SBEC must adhere to the Texas Educators' Code of Ethics, which is reprinted below.

Code of Ethics and Standard Practices for Texas Educators
DH(EXHIBIT), 19 TAC 247
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. 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.

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 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 of students, or other persons or organizations in recognition or appreciation of service.

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

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

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

Standard 1.9. The educator shall not make threats of violence against District employees, 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.

Ethical Conduct Toward Professional Colleagues

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

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

Standard 2.3. The educator shall adhere to written local 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.

Ethical Conduct Toward Students

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

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

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

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

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

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

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

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

Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including electronic communication such as cell phone, text messaging, e-mail, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include:

- The nature, purpose, timing, and amount of the communication;
- The subject matter of the communication;
- Whether the communication was made openly or the educator attempted to conceal the communication;

Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
Whether the communication was sexually explicit; and
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.

19 TAC 247.2

Discrimination and Harassment

Policies DH, DIA

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

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 shall report the complaint directly to the Superintendent. A complaint against the Superintendent may be made directly to the board.

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or,
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

Sexual harassment is a form of gender discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. the conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX/ADA coordinator or ADA/Section 504 coordination, may be directed to the Superintendent.
A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Reports of prohibited conduct 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.

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

Discrimination, Harassment, and Retaliation of Students

Policies DF, DH, FFG, FFH

Sexual or other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect or know that a student may have experienced or is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor.

Any allegation of harassment of students or employees shall be investigated and addressed. 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. See *Reporting Suspected Child Abuse page 34* and

Bullying, page 46 for additional information.

"Abuse" has the meaning assigned by Family Code 261.001 and includes any sexual conduct involving an educator and a student or minor.
"Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as soliciting a relationship characterized by an ardent emotional attachment or pattern of exclusivity.

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by policy. Retaliation against anyone involved with the complaint process is a violation of District policy.

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

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

Prohibited harassment includes dating violence as defined by this policy.

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

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

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

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity.

Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner.

The District prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

Reports of prohibited conduct 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.

Any District employee who receives notice that a student has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

Alcohol- and Drug-Abuse Prevention
Policies DH, DI
Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

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

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance. An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

Drug-Free Workplace Requirements
The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled

substances, illegal drugs, inhalants, and alcohol in the workplace.

The District shall maintain a drug-free environment and shall establish, as needed, a drug-free awareness program complying with federal requirements. [See DH] The program shall provide applicable information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The District's policy of maintaining a drug-free environment. [See DH(LOCAL)]
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions. [See DI(EXHIBIT)]

Employees who violate this prohibition shall be subject to disciplinary sanctions. Sanctions may include:

- Referral to drug and alcohol counseling or rehabilitation programs;
- Referral to employee assistance programs;
- Termination from employment with the District; and
- Referral to appropriate law enforcement officials for prosecution.

As a condition of employment, an employee shall:

- Abide by the terms of this notice; and
- Notify the Superintendent or designee, in writing within three working days, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with DH(LOCAL).

[This notice complies with the requirements of the federal Drug-Free Workplace Act (41 U.S.C. 702).]

Within ten days of receiving such notice from the employee or any other source the District shall notify the granting agency of the conviction. 41 U.S.C. 702(a) (1) (D), (E). Within 30 calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702) and notice requirements imposed by the Texas Workers' Compensation Commission rules at 28 TAC 169.2]

Reporting Suspected Child Abuse

Policy 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 (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

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

Reports to Child Protective Services division of the TX Department of Family and Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400) or on the Web at http://www.txabusehotline.org. State law specifies that an employee may not delegate to or rely on another person to make the report.

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

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators.

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

The district has established a plan for addressing child sexual abuse, which may be accessed at Administrative Procedure F8 on the District's web site. 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. 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. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

- Forgery or unauthorized alteration of any document or account belonging to the District;
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document;
- Misappropriation of funds, securities, supplies, or other District assets, including employee time;
- Impropriety in the handling of money or reporting of District financial transactions;
- Profiteering as a result of insider knowledge of District information or activities;
- Unauthorized disclosure of confidential or proprietary information to outside parties;
- Unauthorized disclosure of investment activities engaged in or contemplated by the District;
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District;
- 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; or
- Any other dishonest act regarding the finances of the District.

Conflict of Interest
Policy 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
- Non-school 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 textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense**.**

An employee shall not recommend or endorse any product, material, or service used by the District:

- In which the employee has a financial interest; and/or
- That is sold by a company that employs the employee during non-school hours.

Further, an employee shall not require parents or individuals to purchase any product or service from a company that employs the employee or in which the employee has a financial interest.

Employees shall not use their positions with the District to attempt to sell products or services. Employees shall not act as spokespersons for products used by the District nor shall they recommend or endorse products used or purchased by the District.

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.

Associations and Political Activities
Policy DGA
The District will not directly or indirectly discourage or encourage 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.

Dress and Grooming
Policy DH
The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments,

and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

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; and
- Operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact the office of Employee Benefits, Risk Management and Safety at 554-8540.

Tobacco Use
Policies DH, GKA, FNCD
State law prohibits smoking or using tobacco products 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, and 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.

Criminal History Checks for Employees
Policy DBAA
Employees are subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo and other identification will be conducted and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history. In accordance with Texas Education Code §22.083, the District may obtain criminal history record information that relates to a person the District intends to employ or a person who has indicated in writing, an intention to serve as a volunteer with the District, as well as a person currently employed or serving as a volunteer.

Applicants for District Employment
All applicants for employment must complete the online application. The Human Resources Department will obtain the criminal history information from the current criminal background check system which includes information from law enforcement or criminal justice agencies, including but not limited to, the Texas Department of Public Safety Clearinghouse.

Current District Employees
At least once annually, the Human Resources Department will obtain criminal history record information that relates to all persons employed by the SAISD. The following guidelines are applicable to current employee criminal history checks: SAISD will obtain information regarding crimes prior to September 1, 1989, but will not use any information unless the information demonstrates: (1) the employee failed to disclose any conviction, probation, or deferred adjudication; (2) committed a crime involving moral turpitude; or (3) committed violence toward a person or injury to or indecency with a child.

An employee who did not disclose a prior criminal history when requested at the time of employment may be recommended for termination.
An employee who did not have a criminal history at the time of employment application and was involved in an incident that resulted in a criminal history after they had already been employed by the SAISD will be reviewed on a "case-by-case" basis and disciplinary action up to and including termination may result.

District employees must notify the Associate Superintendent for Human Resources in writing within three days if they are charged with, arrested, convicted of, granted deferred adjudication after a plea of guilty, not guilty, or *nolo contendere*, or if they have entered a plea of *nolo contendere* to any felony or misdemeanor involving moral turpitude or any felony. **Failure to make such a notification will constitute grounds for termination.** An "Employee Change in Criminal History Report" form is located in the Appendix or is available on the District web site.

A District employee placed on court-ordered supervision, including deferred adjudication and probation may be recommended for termination based upon the underlying facts that led to the employee being placed on court-ordered supervision. For the purposes of a termination hearing, the facts to which the employee pleaded in order to be placed on court-ordered supervision will be presumed to exist and be correct.

The District may suspend or terminate any employee convicted of a felony or misdemeanor if the crime directly relates to their fitness for duty, their job duties and responsibilities or adversely affects their job effectiveness or the mission of the school district. District employees under felony indictment may be reassigned, placed on administrative leave, with or without pay, or be recommended for suspension with or without pay pending adjudication of their case.

NOTE: *After notification of a proposed suspension without pay or employment termination, a contract employee may request a hearing in accordance with DFD (Legal) Termination of Contract: Hearings Before Hearing*

Examiner.

In compliance with Texas Education Code §22.083 (c), the San Antonio ISD must report to the State Board of Educator Certification (SBEC) any known criminal record of employees who hold certification.

Criminal history record information obtained by the District may not be released or disclosed to any person, other than the individual who is the subject of the information, TEA, or SBEC. *Gov't Code 411.097(d)*

Employee Arrests and Convictions
Policy DH
An employee must notify the Associate Superintendent of Human Resources in writing within three business 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 of school property or at a school-sponsored activity; or
- Crimes involving moral turpitude.

Crimes involving moral turpitude include, but are not limited to:

- Dishonesty, fraud, deceit, theft, or misrepresentation;
- Deliberate violence;
- Base, vile, or depraved acts that are intended to rouse or gratify the sexual desire of the actor;
- Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health & Safety Code;
- Felony driving while intoxicated (DWI);
- Acts constituting abuse or neglect under the Texas Family Code

Possession of Firearms and Weapons
Policies FNCG, GKA
Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or any other district-classified prohibited weapons onto school premises, 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 supervisors or call the SAISD Police Department immediately at 271-31

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 be processed and cleared through the main office. Once approved, authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building office or contact the administrator in charge.

Visits to individual classrooms during instructional times shall only be permitted with the principal's approval, and such visits will not be permitted if the duration or frequency of the visits interferes with the delivery of instruction or disrupts the normal school environment. Students who wish to have a person visit during the lunch period must obtain in advance a visitors permit from the principal's office. The visitor must receive clearance from the main office prior to entering the cafeteria. The visitor must remain with the student, who will be responsible for his or her presence.

Copyrighted Materials
Policy CY
Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (e.g., 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. Only commercial films that have been pre-approved and reviewed by the principal shall be shown during class time. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Technology Resources
Policy CQ
The District's technology resources, including its network access to the Internet, are exclusively for administrative and instructional purposes. 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 systems 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 up to and including termination of employment. Employees with questions about computer use and data management can contact the Technology and Management Information Systems at 244-2900.

Electronic Media Use
Policy DH, Administrative Procedure D36
Employees must follow all district policy and procedure governing the use of computers and electronic media, the publishing of student work, and employee conduct, including, without limitation, DH, DIA, CQ, D5, and F26. Employees with questions about electronic media use should contact Instructional Technology and Learning Services.

"Electronic media" includes all forms of social media, including but not limited to text messaging, instant

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

Personal Use of Electronic Media
As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees and even if it is not during employment hours or on district property or equipment. Employees will be held to the same standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media (or the publicity arising out of such use) interferes with the employee's effectiveness at the District or reasonably calls into question the employee's judgment, the employee may be 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 and may be subjected to disciplinary action 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. Each case will be investigated on an individual basis. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

The employee may not use the district's logo or other copyrighted material of the district (or for which the district is responsible), without written consent from the Superintendent or designee, nor may they reference the district or campus or district employees, parents or students by name or photograph.

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.

Use of Electronic Media with Students
The following definitions apply for the use of electronic media with students:

"Communicate**"** means to convey information and includes one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is **not** a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See ***Personal Use of Electronic Media***, above. Unsolicited contact from a student through electronic means that the employee does not respond to is not a communication.

"Certified or licensed employee**"** means a person employed in a position requiring SBEC certification or a professional license. The term includes but is not limited to classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers. "Parent" includes a parent, guardian or other person having lawful authority under a court order. "Student" means any student currently enrolled in the District.

General Prohibition. In general, employees are prohibited from using electronic media to communicate with students unless this regulation exempts the employee from this prohibition in whole or in part. In accordance with Board Policy DH(LOCAL), a certified or licensed employee, as defined above, may communicate with students via electronic media without written consent. Any other employee designated in writing by the Superintendent or the campus principal may use electronic media to communicate with students who are currently enrolled in the district. These employees must comply with the provisions outlined below.

Family Exemption. Subject to revocation by the Superintendent or campus principal (or designees) in the best interest of the district, an employee is exempt from the prohibition against communicating with a student enrolled in the district via electronic media if the employee is related to the student by consanguinity (blood) within the 3rd degree or by affinity (marriage) within the 2nd degree. This exemption does not relieve the employee from all other applicable requirements of this regulation. In no event shall a communication with a student bring dishonor to the district, the campus, department or the teaching profession.

Usage Guidelines. An employee who uses electronic media to communicate with students shall observe the following:

The employee shall limit communications to matters within the scope of the employee's professional responsibilities or in furtherance of school-related activities. Note: An employee may request an exception from the above limitation by submitting a written request to his or her immediate supervisor.

The employee is prohibited from knowingly communicating with students through a personal social network page unless the employee has created a separate social network page (a "Professional Page") for the purpose of communicating with students. The employee must enable administration and the parents of the participating students to access the employee's Professional Page. The employee must closely monitor the Professional Page's security settings and allow access only to approved participants.

The employee must receive a signed and completed copy of the Participation in Electronic Media Parent Permission Form [**Form D36-A**] prior to communicating with any student through a form of electronic media that is private or password protected. This includes all emailing or texting (even if more than one person is part of the communication) or any social media format that requires a password or permission to access. A signed Form D36-A from each student participant is not required for public internet communications or postings that do not require the host's permission or a password to access the posted information (e.g., a public Twitter account or public Facebook page). .

Employees who are exempted by this procedure in whole or in part shall likewise monitor their security settings so that electronic communications to students as permitted herein do not thwart the underlying purpose of this procedure by permitting access to such communications that would otherwise be impermissible. A violation of this specific requirement may subject the employee to discipline as if the employee was not exempted from the prohibition against communicating with students via electronic media.

The employee shall ensure that students are properly using electronic media when communicating with that employee. The employee does not have a right to privacy with respect to communications with students and parents.

Upon request from a supervisor, the employee will provide the phone number, social network site, or other information regarding the methods of electronic media the employee uses to communicate with any one or more currently-enrolled students.

Upon request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

Release of Student Information and FERPA. Employees must be careful not to release any information that constitutes an "education record" under the Federal Education Rights and Privacy Act ("FERPA"). This includes student work, report cards, discipline records, and other student information that is maintained by the District. Original comments or observations posted on a social media page or composed in an email or text message (by a student or District employee) are not considered official records and so are not subject to FERPA, unless the comments contain information that was obtained from an existing education record (such as the students grades, social security number, etc.) If you have any concerns on this issue, please consult administrative procedure F19 (Family Educational Rights and Privacy Act) or speak to your supervisor.

Cell Phones on Campus

In order to optimize instructional time and educational opportunities in the classroom, we require that employee cell phones be turned off or put on silent mode during instruction. Employees may utilize cell phones during non-instructional times such as before school, after school, during lunch, or breaks. In the case of an emergency situation, employees may request permission from the principal to use cell phones during instructional time.

Pest Control Treatments

Policies CLB, DI

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

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

GENERAL PROCEDURES

Bad Weather Closing

Policy CKC (LOCAL)

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. District employees will be contacted by the Parent/Employee Notification System (PENS) based on your contact information in the District system to include email and phone. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on Face book and the district's Web site and notify local radio and television stations.

Emergencies

Policies CKC, CKD

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.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Purchasing Department on an official District purchase order (PO) form with the appropriate authorization. No purchases, charges, or commitments to buy goods or

services for the District can be made without a PO number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Contact the Director of Purchasing and Textbooks at 224-2781 for additional information on purchasing procedures.

Name and Address Changes
It is important that employment records be kept up to date. Employees must notify the Human Resource Department if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the Human Resources office.

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 upon request: address, phone number, and information that reveals whether they have family members. *The Human Resources Department never discloses social security numbers.*

The choice to deny public access to this information may be made at any time by submitting a written request to Toni Thompson, Associate Superintendent, Human Resources, 554-8400. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

District Facilities Use
Policy GKD
The Facilities Services Department is responsible for scheduling the rental use of facilities during after school hours. Administrative procedure (G1) contains information and forms to request the use of a facility. Contact Facilities Services at 271-3322, to request information regarding use of school facilities and to obtain information on the fees charged.

Asbestos Management Plan
As required by Environmental Protection Agency regulation 40 CFR Part 763.84, the San Antonio Independent School District hereby notifies workers and building occupants, or their legal guardians, that an Asbestos Management Plan (AMP) is available for review at each campus library unless otherwise posted. The asbestos-containing materials at each campus are monitored during six-month surveillance and re-inspected every three years by a licensed asbestos inspector. Please contact the SAISD asbestos designated person (Peter Swerzenski) at 210-554-2420 if you have any questions regarding your campus AMP.

SEPARATION FROM 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 Human Resources Department. A prepaid certified or registered letter of resignation will be considered submitted upon mailing. Contract employees may only resign at other times with the approval of the Superintendent, Human Resources Department, or the board of trustees. Resignation without the consent of the Board 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 the State Board for Educator Certification*.

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

Dismissal or Non-Renewal of Contract Employees
Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFFA, DFFB
Employees on probationary, term, and continuing contracts may be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary contracts may be terminated at the end of the contract term in the best interest of the district, and employees on term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, nonrenewed, 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 time lines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Information on the time lines and procedures can be found in the DF policies that are provided to employees or are available online.

Dismissal of Non-Contract Employees
Policy DCD
Non-contract employees are employed at-will and may be dismissed without notice, without a description of the reasons for dismissal, or without a hearing. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in this handbook when pursuing

the grievance. (See *Complaints and Grievances section.)*

Exit Surveys and Procedures
Policies DC and CY
Exit surveys will be conducted electronically for employees leaving the District. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided by the principal, supervisor or appropriate District department. Separating employees are asked to provide the District with a forwarding address and phone number and complete the survey that provides the District with feedback on his or her employment experience. All District keys, books, property, including intellectual property and equipment must be returned upon separation from employment.

Reports to SBEC
Policy DF
In addition to the reporting requirement under Family Code 261.101 [see FFG], the Superintendent must file a written report with SBEC not later than the seventh day after the Superintendent first obtains or has knowledge of information indicating that a certificate holder's employment at the District was terminated based on a determination that the certificate holder:

- Sexually or physically abused or otherwise committed an unlawful act with a student or minor;
- Possessed, transferred, sold, or distributed a controlled substance, as defined by Health and Safety Code Chapter 481 or by 21 U.S.C. Section 801 et seq.;
- Illegally transferred, appropriated, or expended funds or other property of the District;
- Attempted by fraudulent or unauthorized means to obtain or alter a professional certificate or permit for the purpose of promotion or additional compensation;
- Committed a criminal offense or any part of a criminal offense on school property or at a school-sponsored event; or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor.

See DH regarding elements of report to SBEC of educator misconduct.

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: (i) termination of employment not later than the seventh day after the date of termination; (ii) employee's last known address; and (iii) name and address of the employee's new employer, if known.

STUDENT ISSUES

Discrimination and Harassment
Policy FB, FFH
SAISD does not discriminate on the basis of race, color, religion, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Anita Chavera, the Director of Guidance & Counseling, 406 Barrera St., San Antonio, TX 78210, (210) 223-1506. Questions or concerns about discrimination on the basis of a disability should be directed to Leticia Carrasco, the district ADA/Section 504 coordinator, 406 Barrera St., San Antonio, TX 78210, (210) 354-3983. All other questions or concerns relating to discrimination based on any reasons should be directed to the Superintendent.

Student Records
Policy FL
Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following are the only people who have general access to a student's records: (i) parents married, separated or divorced of a minor or of a student who is a dependent for tax purposes unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights; (ii) the student (if 18 or older or attending an institute of postsecondary education or emancipated by a court); and (iii) School officials with legitimate education interests.

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

Administering Medication to Students
Policy FFAC
Only designated employees can administer medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements
Policy DH
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.

Student Conduct and Discipline

Policies in the FN series and FO series

Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the District. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal. Teachers must refer a student to the appropriate administrator when they have knowledge that a student has violated the *Student Code of Conduct. (Administrative Procedure Form F11-B)*

Bullying

Policy FFI

The District prohibits bullying as defined by policy. All employees are required to report student complaints of bullying to their campus administrator or supervisor. The district's policy includes definition and procedures for reporting and investigating bullying of students.

"Bullying" occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or 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, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

Any student who believes he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in writing.

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

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SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF HUMAN RESOURCES

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

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

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

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

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

_____	_____	_____
Printed Name	Employee Signature	Date

EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC COMMUNICATIONS SYSTEM

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

I have read the District's electronic communication system policy and administrative procedures included in the employee handbook and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use the system, including without limitation, the type of damages identified in the District's policy and administrative regulations.

***Please check one:**

_____	_____
Printed Name	Employee Signature
_____	
Date	

☐ Professional
☐ Paraprofessional
☐ Classified

NOTE: This handbook includes two copies of this form. Please sign and date both copies. <u>Remove this copy</u> and return it to the Human Resources Department.

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_____	_____	_____
Printed Name	Employee Signature	Date

SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Notification by Employee of Change in Criminal History Report

Employees are required by policy to notify the Human Resources Department in writing within three business days if they are arrested, charged with, convicted of, or granted probation or deferred adjudication after a plea of guilty, not guilty or *nolo contendere*, or if they have enter a plea of *nolo contendere* to any misdemeanor involving moral turpitude or any felony. Failure to properly notify the Human Resources Department shall constitute grounds for termination.

Employee Name: _____
Last *First* *MI*

Job Title: _____

Department/Campus: _____

Current Phone #: _____

Date of Birth: _____

Type of Offense: _____

Date of Offense: _____

Location of Offense *(Address, City, County, State)***:**

_____

_____

_____

Description of Offense**:**

_____

_____

_____

Pending Status or Adjudication**:**

_____

_____

_____

I am reporting the above situation as required by SAISD policy (DC LOCAL). Please call me if there are any questions. My signature below also denotes my understanding that I am required by policy to inform the District when this matter is finally adjudicated and that failure to do so is grounds for immediate termination.

_____ _____
Employee Signature Date

Forward the completed form to the Associate Superintendent for Human Resources.

FORM D35-A