

2016-2017 Employee Notification Policy Alert



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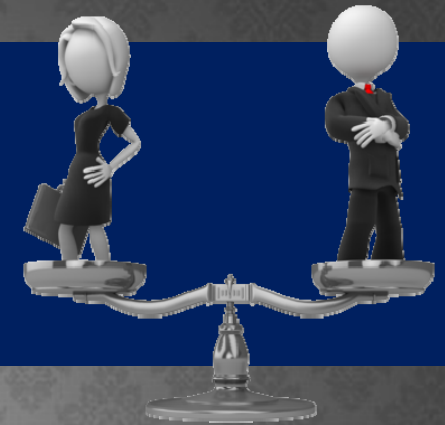
Section I. For All Employees

It is imperative that those who interact with students be aware of their responsibility to respond immediately and appropriately to allegations. Relevant policies include:



Discrimination, Harassment, and Retaliation

Policy: DH



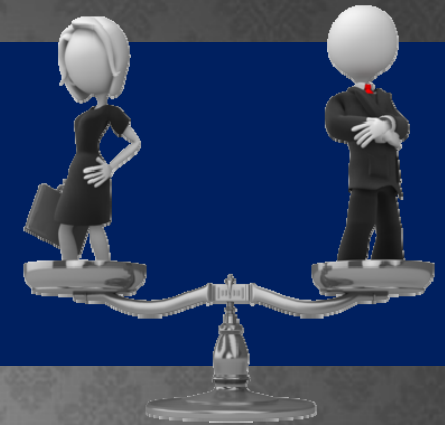
All Employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public.

Employees (DH)
(Legal) (Local) (Exhibit)

Title IX Coordinator:
Sandra Hernandez
Administrative Director
Phone Number: (830) 778-4073
sandrat.hernandez@sfdrcisd.org

Discrimination, Harassment, and Retaliation

Policy: DIA



Verbal or physical conduct based on a person's sex, race, color, religion, or national origin constitutes unlawful harassment.

Employees (DIA)
(Legal) (Local) (Exhibit)

Title IX Coordinator:
Sandra Hernandez
Administrative Director
Phone Number: (830) 778-4073
sandrat.hernandez@sfd-r-cisd.org

Discrimination, Harassment, and Retaliation

Policy: FO



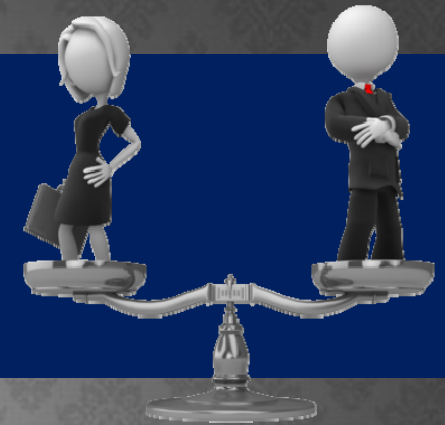
It is the District's expectation that all students abide by the Student Code of Conduct and make reasonable decisions regarding their behavior when they understand the rules and consequences of their actions.

Students (FO)
(Legal) (Local) (Exhibit)

Title IX Coordinator:
Sandra Hernandez
Administrative Director
Phone Number: (830) 778-4073
sandrat.hernandez@sfdrcisd.org

Discrimination, Harassment, and Retaliation

Policy: FFH



Sexual Harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to educational opportunities or benefits provided by the school.

Students (FFH)

(Legal) (Local) (Regulation) (Exhibit)

Title IX Coordinator:

Sandra Hernandez

Administrative Director

Phone Number: (830) 778-4073

sandrat.hernandez@sfd-r-cisd.org

Bullying

Policies: FFI, FFH

Bullying is 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. FFI and FFH addresses student bullying and establishes procedures for reporting, investigating, and dealing with bullying of district students.

FFI

(Legal) (Local)

FFH

(Legal) (Local) (Regulation) (Exhibit)



Child Abuse and Neglect

Policies: BQ, DH, FFG, GRA

Any person who has cause to believe that a child has been or may be abused or neglected by any person shall make a report immediately as required by law.

- ❑ BQ - Referring to the district plan for addressing sexual abuse and other maltreatment of children
[\(Legal\)](#) [\(Local\)](#)
- ❑ DH - Addressing employee standards of conduct
[\(Legal\)](#) [\(Local\)](#) [\(Exhibit\)](#)

- ❑ FFG - Addressing child abuse and neglect
[\(Legal\)](#) [\(Local\)](#) [\(Exhibit\)](#)
- ❑ GRA - Addressing child abuse investigations
[\(Legal\)](#) [\(Local\)](#) [\(Exhibit\)](#)



Crisis Intervention

Policy: FFB



The Student Services Department offers training to address crisis interventions. If you would like to request one of the Safe School on-line training sessions listed below, contact Mr. Valdez.

The trainings that are offered are as follows:

- Dating Violence: Identification & Intervention
- Youth Suicide: Awareness & Prevention: Full Course
- Reporting Suspected Abuse or Neglect of a Child: A Guide for Education Professionals Web-based Training
- Darkness to Light: End Child Sexual Abuse
- Youth Mental Health First Aid Training

Mr. Rodolfo Valdez
Student Service Director
rodolfo.Valdez@sldr-cisd.org
779-4186

Policy FFB
([Legal](#))

Drug-Free Workplace

Policies: DH, DI

The District shall maintain a drug-free environment.

Policy DH:

(Legal) (Local) (Exhibit)

Policy DI:

(Legal) (Local) (Regulation) (Exhibit)



Section II. For Teachers and Administrators

Documents Pertaining to Student Discipline



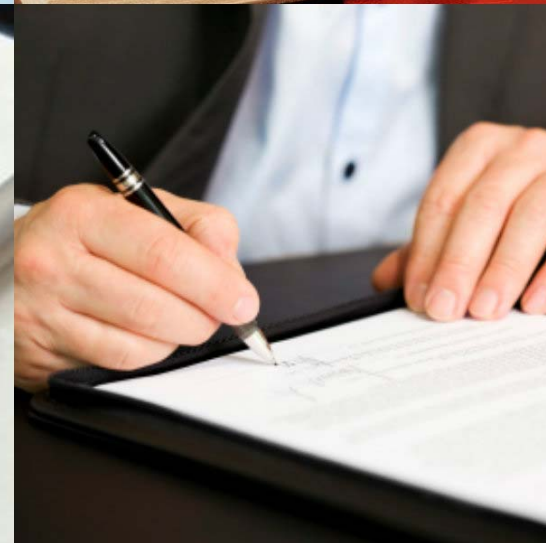
Documents Pertaining to Student Discipline:

- [2016 – 2017 Student – Parent Handbook and Code of Conduct](#)
- Texas Education Code – [Chapter 37.001 Student Code of Conduct](#)
- [Chapter 37 Chart](#)
- Policy FN [\(Local\)](#)
- Policy FO [\(Legal\) \(Local\) \(Regulation\) \(Exhibit\)](#)



Section III. For Term Contract Employees

Employment Policies



Employment Policies

- Contracts can be requested at the Department of Human Resources or accessed on-line for 2016 renewals and all new hires
- Review the Employment Policies to include:



Employment Policies:

[SFDR Board Policy Manual](#)

DA: Employment Objectives

- [Local](#)

DAA: Employment Objectives – Equal employment opportunity

- [Legal Regulation Exhibit](#)

DAB: Employment objectives- Genetic nondiscrimination

- [Legal](#)

DBAA: Criminal history and credit reports

- [Legal Local Regulation Exhibit](#)

DBD: Conflict of Interest

- [Legal Local Regulation Exhibit](#)

DC: Employment Practices

- [Legal Local Exhibit](#)

DCB: Term Contracts

- [Legal Local](#)

DEA: Salaries and Wages; incentives and stipends

- [Legal Local Regulation Exhibit](#)

DEAA: Compensation Plan-Incentives and Stipends

- [Legal Local Exhibit](#)

DEAB: Compensation Plan- Wage and Hour Laws

- [Legal Local Regulation Exhibit](#)

DEC: Leaves and Absences

- [Legal Local Regulation Exhibit](#)

DECA: Leaves and Absences-Family and Medical Leave

- [Legal](#)

DECB: Leaves and Absences-Leave and Absences-Military Leave

- [Legal](#)

DF: Termination of Employment

- [Legal Exhibit](#)

Employment Policies:

SFDR Board Policy Manual

DFAA: Probationary Contracts-Suspension/Termination During Contract

- [Legal](#) [Local](#)

DFAB: Probationary Contracts-Termination at End of the Year

- [Legal](#) [Exhibit](#)

DFAC: Probationary Contracts-Return to Probationary Status

- [Legal](#)

DFBA: Term Contracts- Suspension/Termination During Contract

- [Legal](#) [Local](#)

DFBB: Term Contracts- Nonrenewal

- [Legal](#) [local](#) [Exhibit](#)

DFD: Hearings before hearing examiner

- [Legal](#) [Local](#)

DFE: Resignation

- [Legal](#) [Local](#)

DFF: Reduction in force

- [Legal](#) [Regulation](#) [Exhibit](#)

DFFA: Reduction in force due to financial exigency

- [Local](#) [Regulation](#) [Exhibit](#)

DFFB: Reduction in force due to program change

- [Local](#)

DG: Employee rights and privileges

- [Legal](#)

DGBA: Employee complaints/grievances

- [Legal](#) [Local](#) [Exhibit](#)

DH: Employee standards of conduct

- [Legal](#) [Local](#) [Exhibit](#)

DHB: Reports to state board for educator certification

- [Legal](#)

Employment Policies:

[SFDR Board Policy Manual](#)

DHE: Searches and alcohol/ drug testing

- [Legal](#) [Local](#) [Exhibit](#)

DI: Employee Welfare

- [Legal](#) [Local](#) [Regulation](#) [Exhibit](#)

DIA: Freedom from discrimination, harassment, and retaliation

- [Legal](#) [Local](#) [Exhibit](#)

DK: Assignment and Schedules

- [Legal](#) [Local](#) [Exhibit](#)

DN: Performance Appraisal

- [Local](#) [Regulation](#)

DNA: Performance Appraisal-Evaluation of Teacher

- [Legal](#) [Local](#) [Regulation](#) [Exhibit](#)

DNB: Performance Appraisal-Evaluation of other Professional Employees

- [Legal](#) [Local](#)

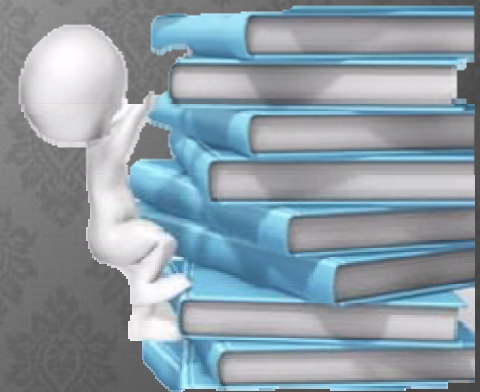
Section IV. Mandated Postings

Key Policies



Mandated Postings

- Worksite posters are updated and disseminated to all campus and district offices each year.
- [2016 – 2017 Employee Handbook](#) also outlines TASB policies. It is disseminated electronically annually and can be printed out by accessing the website.
- Review the Key Policies to include:



Key Policies

District Goals and Planning

AE: District Educational Philosophy

- [Legal](#) [Local](#) [Exhibit](#)

BQ: District - and campus – level training

- [Legal](#) [Local](#)

BQA: Planning and Decision-Making Process

- [Legal](#) [Local](#)

BQB: Planning and Decision-Making Process – Campus-Level

- [Legal](#) [Local](#)

Instruction and Students

EFA: Handling complaints regarding instructional materials.

- [Legal](#) [Local](#) [Exhibit](#)

EHBAF: Video Cameras in Special Education settings

- [Legal](#)

EIA: Grading standards and grade reporting

- [Legal](#) [Local](#)

EIE: Promoting and retaining students

- [Legal](#) [Local](#)

FB: Protection of students from unlawful discrimination

- [Legal](#) [Local](#) [Exhibit](#)

FBA: Equal Educational Opportunity – Service Animals

- [Legal](#)

FEA: Attendance- Compulsory Attendance

- [Legal](#) [Local](#) [Regulation](#) [Exhibit](#)

FEB: Attendance-Attendance Accounting

- [Legal](#) [Local](#) [Regulation](#) [Exhibit](#)

FEC: Attendance – Attendance for Credit

- [Legal](#) [Local](#) [Exhibit](#)

FED: Attendance-Attendance Enforcement

- [Legal](#)

Key Policies

FEE: Attendance- Open/Closed Campus

- [Local](#)

FEF: Attendance – Release Time

- [Local Regulation](#)

FFAC: Providing medical treatment or medication to students

- [Legal Local Regulation Exhibit](#)

FFAD: Excluding students with communicable disease

- [Legal Regulation](#)

FFAF: Care plans for students at risk for anaphylaxis

- [Legal Local Regulation Exhibit](#)

FFG: Mandated reporting of child abuse and neglect

- [Legal Local Exhibit](#)

FFH: Freedom from discrimination, harassment, and retaliation

- [Legal Local Exhibit](#)

FFI: Freedom from bullying

- [Legal Local](#)

FL: Safeguarding privacy of student records

- [Legal Local Regulation](#)

FNA: Student Expression

- [Legal Local](#)

FNAA: Distribution of non-school literature

- [Legal Local](#)

FNAB: Use of School facilities for non-school purposes

- [Legal Local](#)

FNG: Handling student/parent complaints; parent's rights

- [Legal Local](#)

FO: Student discipline

- [Legal Local](#)

Key Policies

GRA: Interaction of Police and Child Protective services with students on campus.

- [Legal](#) [Local](#)

Personnel

CAA: Financial Ethics

- [Local](#)

CB: Federal conflicts of interest

- [Local](#)

CK: Employee safety practices and crisis management

- [Legal](#) [Local](#) [Regulation](#) [Exhibit](#)

CKA: Safety Program/Risk Management- Inspection

- [Legal](#)

CKB: Safety Program/Risk Management-Accident Prevention and Reports

- [Legal](#) [Local](#)

CKC: Safety Program/Risk Management – Emergency Plans

- [Legal](#) [Local](#) [Regulation](#)

CKD: Safety Program/Risk Management - Emergency Medical Equipment and Procedures

- [Legal](#)

CKE: Safety Program/Risk Management-Security Personnel

- [Legal](#) [Local](#) [Exhibit](#)

CQ: District computers and electronic communications

- [Legal](#) [Local](#)

CRD: Health and life insurance

- [Legal](#) [Local](#)

CY: Intellectual property and copyright

- [Legal](#) [Local](#)

DA: Equal employment opportunity and genetic nondiscrimination

- [Local](#)

DAB: Employment Objectives – Genetic Nondiscrimination

- [Legal](#)

Key Policies

DBAA: Criminal

- [Legal](#) [Local](#)

DBD: Conflict of Interest

- [Legal](#) [Local](#) [Exhibit](#)

DC: Employment Practices

- [Legal](#) [Local](#) [Exhibit](#)

DCA: Employment Practices- Probationary Contracts

- [Legal](#)

DCB: Employment Practices – Term Contracts

- [Legal](#) [Local](#)

DCC: Employment Practices – Continuing Contracts

- [Legal](#) [Local](#)

DCD: Employment Practices-At Will Employment

- [Legal](#) [Local](#)

DCE: Employment Practices- Other types of Contracts

- [Legal](#) [Local](#)

DEA: Salaries, wages, incentives, and stipends

- [Legal](#) [Local](#) [Regulation](#) [Exhibit](#)

DEAA: Compensation Plan – Incentives and Stipends

- [Legal](#) [Local](#) [Exhibit](#)

DEAB: Compensation Plan – Wage and Hour Laws

- [Legal](#) [Local](#) [Regulation](#) [Exhibit](#)

DEC: Employee leaves and absences

- [Legal](#) [Local](#) [Regulation](#) [Exhibit](#)

DECA: Family and Medical Leave

- [Legal](#)

DECB: Military Leave

- [Legal](#)

DEE: Requirements for expense reimbursement

- [Legal](#) [Local](#)

DF: Termination of Employment

- [Legal](#) [Exhibit](#)

Key Policies

DFAA: Probationary Contracts – Suspension Termination During a Contract

- [Legal](#) [Local](#)

DFAB: Probationary Contracts – Termination at End of Year

- [Legal](#) [Exhibit](#)

DFAC: Probationary Contracts – return to Probationary Status

- [Legal](#)

DFBA: Term Contracts – Suspension Termination During Contract

- [Legal](#) [Local](#)

DFBB: Term Contracts – Nonrenewal

- [Legal](#) [Local](#) [Exhibit](#)

DFCA: Continuing Contracts – Suspension/Termination

- [Legal](#)

DFD: Termination of Employment – Hearing before hearing Examiner

- [Legal](#)

DFE: Termination of Employment – Resignation

- [Legal](#) [Local](#)

DFF: Termination of Employment – Reduction In Force

- [Legal](#) [Regulation](#) [Exhibit](#)

DFFA: Reduction in Force-Financial Exigency

- [Local](#) [Regulation](#) [Exhibit](#)

DFFB: Reduction in Force – Program Change

- [Local](#)

DGBA: Process for employee complaints

- [Legal](#) [Local](#)

DH: Employee standards of conduct

- [Legal](#) [Local](#) [Exhibit](#)

DHE: Alcohol/drug screening and other searches of employees

- [Legal](#) [Local](#) [Exhibit](#)

DI: Drug free workplace

- [Local](#) [Legal](#) [Exhibit](#)

DIA: Freedom from discrimination, harassment, and retaliation

- [Local](#) [Legal](#) [Exhibit](#)

Key Policies

DK: Assignment to positions; transfers

- [Local Legal Exhibit](#)

DMD: Attendance at professional meetings on school time

- [Local](#)

DN: Employee Evaluation/appraisal

- [Local](#)

DNA: Performance Appraisal-Evaluation of Teachers

- [Legal Local Regulation Exhibit](#)

DNB: Performance Appraisal-Evaluation of other Professional Employees

- [Legal Local](#)

GBA: Confidentiality of personnel records; public and nonpublic information

- [Legal Exhibit](#)

GBAA: Information Access-Requirements for Information

- [Legal Local Regulation Exhibit](#)

GBBA: News media relations and communication during a crisis

- [Local](#)

GKD: Non-school use of school facilities and distribution of non-school literature

- [Local Legal Exhibit](#)

GKDA: Non-school use of school facilities – Distribution of Non-school literature

- [Legal Local](#)

Website Reference

The policies provided in this presentation may change during the school year due to legislative or administrative updates. Therefore, please cross-reference the policy with the website at sfdr-cisd.org; click About Us; Click Board of Trustees and then Board Policy Manual. Each policy may be referenced by number or topic.

For any questions regarding policy please contact:

Policy Contact:

Sandra Hernandez

Administrative Director

Phone Number: (830) 778-4073

sandrat.hernandez@sfdr-cisd.org

