

# San Felipe Del Rio

*Consolidated Independent School District*

*Del Rio, Texas*



## Employee Handbook

August 2018

**San Felipe Del Rio Consolidated Independent School District**

**315 Griner St.**

**Del Rio, Texas 78842**

**An Equal Opportunity Employer**

**It is the policy of SFDRCSID not to discriminate on the basis of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law in its programs, services or activities as required by Title VI of the Civil Rights Act of 1974, as amended; Title IX of the Education Amendments of 1972; and section 504 of the Rehabilitation Act of 1973, as amended.**

**SFDRCSID will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all Educational and Career and Technology Education programs.**

**For more information about your rights or grievance procedures, contact the Title IX Coordinator, Mrs. Sandra Hernandez, at SFDRCSID - Student Performance Center and Administration Building, 315 Griner St., Del Rio, Texas 830-778-4073 or the ADA/Section 504 Coordinator, Dr. Diana Aguirre at Annex I, 900 Cantu Road, Del Rio, Texas 830-778-4253.**

**Es la póliza de SFDRCSID de no discriminar por motivos de raza, color, religión, sexo, nacionalidad, edad, discapacidad, posición militar, información genética, o cualquier otro fundamento prohibido por la ley en sus programas, servicios o actividades, tal como lo requieren el Título VI de la Ley de los Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.**

**SFDRCSID tomara las medidas necesarias para asegurar que la falta de habilidad en el uso de la lengua ingles no sea un obstáculo para la admisión y participación en todos los programas educativos y en todos los programas de Carrera y Tecnología.**

**Para información sobre sus derechos o procedimientos para quejas, comuníquese con el Coordinador del Título IX, Sra. Sandra Hernandez, en SFDRCSID - Student Performance Center and Administration Building, 315 Griner St., Del Rio, Texas 830-778-4073 o con la Coordinadora de ADA, Sección 504, Dra. Diana Aguirre en Annex I, 900 Cantu Road, Del Rio, Texas 830-778-4253.**

**San Felipe Del Rio Consolidated Independent School District**

**2018-2019**

**BOARD OF TRUSTEES**

**Raymond Meza, President**  
**Linda Guanajuato-Webb, Vice-President**  
**Diana Gonzales, Secretary**  
**Alfredo “Fred” Contreras, Member**  
**Joshua Overfelt, Member**  
**Amy Sanders Member**  
**Kenneth Smith, Member**

**SUPERINTENDENT’S CABINET**

**Carlos H. Rios, Ed. D.**  
Superintendent of Schools

**Yanakany Valdez**  
Chief Financial Officer

**Aidee G. Garcia**  
Chief Human Resources Officer

**Jorge L. Garza, Ed. D.**  
Chief Student Services Officer

**Aida V. Gomez**  
Chief Instructional Officer

**Leslie Hayenga**  
Chief Operations Officer

**Sandra Hernandez**  
Administrative Director

**Chief Duane Maldonado**  
District Chief Police

## San Felipe Del Rio Consolidated Independent School District



### **Dear Staff:**

Welcome to San Felipe Del Rio Consolidated Independent School District (SFDR CISD). The District represents an organization that is dynamic, creative and effective where every employee makes a difference for children. You are commended for your dedication and support of instructional programs and service to students. Your commitment to the SFDR CISD mission of preparing students for success in an ever-changing society is greatly appreciated.

Please review this document carefully. It is our expectation that all employees be well informed and knowledgeable about the district's policies as members of the SFDR CISD organization. It is also an expectation that each employee demonstrates professionalism and work in a positive manner with fellow employees and his/her respective supervisor.

This handbook answers questions you may have regarding your employment. The district policies and procedures are also referenced for your convenience. If you have any concerns, please contact and discuss your concern with your immediate supervisor. This process will enable your issue to be resolved in the most efficient and effective manner.

Sincerely,

*Carlos H. Rios, Ed. D.*

Carlos H. Rios, Ed. D.  
Superintendent of Schools  
(830) 778-4007

# **EMPLOYEE HANDBOOK**

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

The electronic handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. The Board Policy Manual can be accessed on line at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) under Board of Trustees on the top tool bar of the homepage.

**San Felipe Del Rio Consolidated Independent School District**  
**315 Griner St.**  
**P.O. Drawer 428002**  
**Del Rio, Texas 78842**  
**(830)778-4001**  
**[www.sfdr-cisd.org](http://www.sfdr-cisd.org)**

## **NOTE:**

All employees are required to sign and return the electronic handbook receipt form to their principal or supervisor. Each supervisor is responsible for returning the signed receipt forms to the Department of Human Resources.

**EMPLOYEE HANDBOOK RECEIPT  
2018-2019 SCHOOL YEAR**

Name \_\_\_\_\_ Campus/Department \_\_\_\_\_

I hereby acknowledge that I have been offered the option to receive a paper copy or to electronically access at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) the Board policies regarding employment as required under Education Code 21.204(d) and the Board policies regarding student discipline as required under Education Code 37.018.

Employee handbooks may be accessed electronically through the district website at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) using the links in the following order:

- Human Resources
- Human Resources Home
- HR Quick Links - HR Documents
- 2018-2019 Employee Handbook

I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. For all policies referenced in the Employee Handbook, please refer to the on-line Board Policy Manual use the following links at [www.sfdr-cisd.org](http://www.sfdr-cisd.org):

- Board of Trustees
- Board Policy Manual

**Please indicate your choice by checking the appropriate box below:**

I choose to receive a paper copy of the employee handbook directly from my supervisor upon request.

*(Campus employees must request a hard copy directly from your principal.)*

*(District employees must request a hard copy directly from your supervisor.)*

I choose to accept responsibility for accessing the policies through an accessible District computer and printer.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this booklet. Employee Handbook update announcements will be sent to all employees electronically. The revised Employee Handbook must be accessed electronically through the district website at [www.sfdr-cisd.org](http://www.sfdr-cisd.org). As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

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

I understand that I have an obligation to log-on to Employee Access and make any changes in personal information, such as name, contact telephone number, home address, etc. Please refer to the on-line Employee Access using the following links at [www.sfdr-cisd.org](http://www.sfdr-cisd.org):

- Employee
- Skyward Employee Access
- Employee Information
- Personal Information
- Under Demographics select:
  - Employee Information or Address
- Request Changes *(Name change requires submission of your new Social Security card to the Human Resources Information Systems Coordinator.)*
- Save; Changes are now pending approval by Human Resources Information Systems Coordinator

If you need further assistance, please email Rosario De Leon, District Receptionist, at [rosario.deleon@sfdr-cisd.org](mailto:rosario.deleon@sfdr-cisd.org).

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** *All employees are required to sign and date this form. The employee handbook receipt form must be submitted to your supervisor. The supervisor will then return all completed forms to the Department of Human Resources by Friday, September 7, 2018.*

## TABLE OF CONTENTS

<b>Equal Opportunity Employer Statement</b> .....	i
<b>Board of Trustees/Superintendent’s Cabinet</b> .....	ii
<b>Superintendent’s Greeting</b> .....	iii
<b>Introduction</b> .....	iv
<b>Employee Handbook Receipt</b> .....	v
<b>Table of Contents</b> .....	vi-viii
<b>District Information</b> .....	1
About our District .....	1
Vision Statement.....	1
District Goals .....	1
Board of Trustees .....	1
Helpful Contacts .....	2
School Directory .....	2
List of School Locations and Administrators .....	3
<b>Employment</b> .....	4
Equal Employment Opportunity .....	4
Job Vacancy Announcements .....	4
Employment after Retirement .....	4
Contract and Non-Contract Employment .....	4
Certification and Licenses.....	5
Searches and Alcohol and Drug Testing .....	5
Health Safety Training .....	6
Reassignments and Transfers .....	7
Workload and Work Schedules .....	7
Breaks for Expression of Breast Milk.....	7
Notification to Parents Regarding Qualifications .....	8
Outside Employment and Tutoring.....	8
Performance Evaluation .....	8
Employee Involvement .....	9
Staff Development .....	9
<b>Compensation and Benefits</b> .....	9
Salaries, Wages, and Stipends .....	9
Automatic Payroll Deposit .....	10
Payroll Deductions .....	10
Overtime Compensation .....	10
Travel Expense Reimbursement .....	12
Health, Dental and Life Insurance .....	12
Supplemental Insurance Benefits .....	13
Cafeteria Plan Benefits (Section 125) .....	13

Workers' Compensation Insurance .....	13
Unemployment Compensation Insurance .....	13
Teacher Retirement .....	14
<b>Leaves and Absences .....</b>	<b>15</b>
Personal Leave .....	16
State Sick Leave .....	16
Local Leave .....	17
Non-Duty/Vacation.....	18
Family and Medical Leave (FML) – General Provisions .....	18
Local Family and Medical Leave Provisions .....	20
Temporary Disability Leave .....	20
Workers' Compensation Benefits .....	21
Assault Leave .....	21
Jury Duty .....	22
Compliance with a Subpoena .....	22
Military Leave .....	22
<b>Employee Relations and Communications .....</b>	<b>22</b>
Employee Recognition and Appreciation .....	22
District Communications .....	23
<b>Complaints and Grievances .....</b>	<b>23</b>
<b>Employee Conduct and Welfare .....</b>	<b>23</b>
Standards of Conduct .....	23
Discrimination, Harassment, and Retaliation .....	27
Harassment of Students.....	27
Reporting Suspected Child Abuse .....	28
Sexual Abuse and Maltreatment of Children .....	29
Reporting Crime.....	29
Technology Resources.....	29
Personal Use of Electronic Communications .....	30
Electronic Communications between Employees and Students .....	31
Criminal History Background Checks .....	33
Employee Arrests and Convictions.....	33
Alcohol and Drug-Abuse Prevention.....	34
Tobacco Products and E-Cigarette Use .....	34
Fraud and Financial Impropriety .....	35
Conflict of Interest .....	35
Gifts and Favors .....	35
Copyrighted Materials .....	36
Charitable Contributions.....	36
Association and Political Activities .....	36
Safety .....	36
Possession of Firearms and Weapons.....	37
Visitors in the Workplace .....	37
Asbestos Management Plan .....	37
Pest Control Treatment .....	38
Dress and Grooming .....	38



<b>General Procedures</b> .....	38
Bad Weather Closing .....	38
Emergencies .....	39
Purchasing Procedures .....	39
Name and Address Changes .....	39
Personnel Records .....	39
Building Use .....	40
<b>Termination of Employment</b> .....	40
Resignations .....	40
Dismissal or Non-Renewal of Contract Employees .....	41
Dismissal of Non-Contract Employees .....	41
Exit Interviews and Procedures .....	41
Reports to Texas Education Agency .....	41
Reports Concerning Court-Ordered Withholding .....	42
<b>Student Issues</b> .....	42
Equal Educational Opportunities .....	42
Student Records .....	43
Parent and Student Complaints .....	43
Administering Medication to Students .....	43
Dietary Supplements .....	43
Psychotropic Drugs .....	43
Student Conduct and Discipline .....	44
Student Attendance .....	44
Bullying .....	44
Hazing .....	44
<b>Supplemental District Information</b> .....	44

*\*All school district policies can be referenced on-line at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) under:*

- *Board of Trustees*
- *Board Policy Manual*

## **DISTRICT INFORMATION**

### **About our District**

San Felipe Del Rio Consolidated Independent School District serves a unique draw of students from an approximate area of 96 square miles that spans the Del Rio-Ciudad Acuna, Mexico border, nearby Laughlin Air Force Base, Comstock and other outlying rural areas.

SFDRICISD school facilities are situated throughout the City of Del Rio and include one pre-kindergarten school, eight elementary schools, two middle schools, Del Rio Freshman School (9<sup>th</sup>), Del Rio High School (10<sup>th</sup>-12<sup>th</sup>) Blended Academy, Early College High School, CTE and an alternative education placement center (Student Guidance and Learning Center).

We have a permanent staff membership of approximately 1,400 employees. The District has an approximate student membership of 10,579. Student ethnic composites include 93.5 % Hispanic, 1% Black, 5% White, and 0.5% other.

### **Vision Statement**

*Policy AE (LOCAL)*

The San Felipe Del Rio Consolidated Independent School District provides a safe and nurturing environment where all students become contributing citizens prepared to compete and excel in an ever-changing world.

### **District Goals**

- The District shall maintain a safe environment, utilize quality curriculum and diverse instructional opportunities to ensure student achievement at the highest standards of excellence.
- The District shall be a good steward of the community's resources - financial, human, facilities - and explore new opportunities for organizational efficiency and effectiveness.
- The District shall provide meaningful and effective communication in a timely manner to all parents, students, staff and District Partners.

### **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, and annual budget, employment of the Superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal 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. Board members serve without compensation, must be qualified voters, and must reside in the district.

The board usually meets on the 3<sup>rd</sup> Monday of each month at 6:00 p.m. in the board room of the SFDR CISD - Student Performance Center and Administration Building located at 315 Griner St., Del Rio, Texas. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted in message board in front of the Student Performance Center and Administration Building and posted on the district website at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) at least 72 hours before the scheduled meeting time. Board meetings and agendas are also released to the local media. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

## Helpful Contacts

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

## School Directory

- Carlos H. Rios, Ed. D., Superintendent of Schools 778-4007
- Yanakany Valdez, Chief Financial Officer 778-4005
- Aida V. Gomez, Chief Instructional Officer 778-4010
- Aidee G. Garcia, Chief Human Resources Officer 778-4014
- Jorge L. Garza, Ed. D., Chief Student Services Officer 778-4293
- Leslie Hayenga, Chief Operations Officer 778-4012
- Sandra T. Hernandez, Administrative Director/Title IX Coordinator 778-4073
- Duane Maldonado, District Chief of Police 778-4172
- Rick Maldonado, Transportation Director 778-4222
- Antonio Gonzales, Technology Director 778-4016
- Michele Smith, Director of Assessment & Accountability 778-4076
- Rene Luna, Director of Technology Integration & Communication Svcs. 778-4164
- Ricky Smith, Athletic Director 778-4350
- Patricia McNamara, Ed. D., Student Services Director 778-4170
- Roger Gonzalez, Director of CTE 778-4367
- Laura English, Employee Benefits/Support Services Coordinator 778-4100
- Diana Aguirre, ADA/Section 504 Coordinator 778-4253

## List of School Locations and Administrators

### Elementary Schools:

- Buena Vista Elementary  
100 Echo Valley, 778-4600  
Jennifer Sutton
- Dr. Fermin Calderon Elementary  
1900 Highway 90 East, 778-4620  
Jane M. Villarreal
- Irene Cardwell Elementary  
1009 Avenue J, 778-4680  
Rufina Adams
- Garfield Elementary  
300 West Martin, 778-4700  
Genella Rubio
- Lamar Elementary  
301 Waters, 778-4730  
Maryvel Flores
- Laughlin Elementary STEM Magnet  
575 Mitchell Blvd.  
Laughlin AFB, TX 78843, 778-4110  
Libana Milender
- Dr. Lonnie Green Elementary  
905 Cantu Road, 778-4750  
Cheryl Pond
- North Heights Elementary  
2003 N. Main, 778-4770  
Maytte Soliz
- Ruben Chavira Elementary  
Highway 277 South, 778-4660  
Maria Correa

### Secondary Schools:

- San Felipe Memorial Middle School - 6th  
1207 W. Garza, 778-4560  
Sally Zuniga-Barrera, Ed. D.
- Del Rio Middle School - 7<sup>th</sup> & 8<sup>th</sup>  
720 East De La Rosa, 778-4500  
Sergio Jimenez
- Del Rio Freshman School - 9<sup>th</sup>  
90 Memorial Drive, 778-4400  
Thomas Cabello
- Del Rio High School - 10<sup>th</sup> - 12<sup>th</sup>  
100 Memorial Drive, 778-4300  
Jose F. Perez, Ed. D.

### Alternative Education:

- Early College High School  
205 Memorial Dr., 778-4416  
Patricia H. Rodriguez
- Blended Academy  
305 Las Vacas, 778-4680  
Jose H. Rodriguez
- Student Guidance and Learning Center  
215 Garfield, Bldg. E, 778-4450  
Brian Westlake

## EMPLOYMENT

### **Equal Employment Opportunity**

*Policies DAA, DIA*

The SFDR CISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy), national origin, age, disability, military status, genetic information, gender, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. For more information about your rights or grievance procedures, contact the Title IX Coordinator/Administrative Director at SFDR CISD - 315 Griner Street, Del Rio, Texas 830-778-4073 or the ADA/Section 504 Coordinator at Annex I, 900 Cantu Road, Del Rio, Texas 830-778-4253.

### **Job Vacancy Announcements**

*Policy DC*

Announcements of job vacancies by position and location are posted on a regular basis on the district's website at [www.sfdr-cisd.org](http://www.sfdr-cisd.org).

### **Employment after Retirement**

*Policy DC*

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

### **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 nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

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

For those with less experience, the probationary period will be three school years, (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term should be given. ***If the effective date of the employee's contract is after the first day of instruction, no part of service under said contract shall fulfill any portion of the probationary period.***

**Term Contracts:** Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. Teachers employed before the 1994 school year are employed by continuing contract. Teachers employed after that date are employed by term contracts. Campus principals and central office administrators are employed under multi-year (3 year) term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) under Board of Trustees. Any questions regarding contracts should be addressed to the Department of Human Resources.

**Non-certified Professional and Administrative Employees:** Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district unless approved by the Superintendent.

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

## **Certification and Licenses**

*Policies DBA, DF*

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

A certified employee's contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. If you have any questions regarding certification or licensure requirements contact the Human Resources Information Services Coordinator at 830-778-4055.

## **Searches and Alcohol and Drug Testing**

*Policy CQ, DHE*

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no

legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, work areas, including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business.

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

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

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

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact Mrs. Sandra Hernandez, Administrative Director at 830-778-4073.

## **Health Safety Training**

### *Policies DBA, DMA*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Director of Student Services. Information on Texas Education Agency (TEA) requirements is available at the TEA website at <http://ritter.tea.state.tx.us/taa/health042109.html>.

## **Reassignments and Transfers**

*Policy DK*

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

An employee with the required qualifications for a position may apply for another campus or department vacancy. If selected for a transfer position, during the school year, the recommendation will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Department of Human Resources and must be approved by the Superintendent.

## **Workload and Work Schedules**

*Policies DEAB, DK, DL*

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

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

**Paraprofessional and auxiliary employees:** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation on page 10 for additional information.

## **Breaks for Expression of Breast Milk**

*Policies DEAB, DG*

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



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

## **Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. Inappropriately certified or uncertified teachers include individuals on emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Human Resources Information Systems Coordinator, Department of Human Resources at 830-778-4055.

## **Outside Employment and Tutoring**

*Policy DBD*

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

## **Performance Evaluation**

*Policies DN Series*

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

## **Employee Involvement**

*Policies BQA, BQB*

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

## **Staff Development**

*Policy DMA*

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

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

## **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 pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional and academic administrator employees are generally classified as exempt and are paid a monthly salary. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each overtime hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 10).

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

Employees should contact the Department of Human Resources at 830-778-4014 for more information about the district's pay schedules or their own pay.

## **Automatic Payroll Deposit**

Employees will have their earnings electronically deposited into an account at the financial institution of their choice, if that financial institution provides the service. A notification period of seven (7) days is necessary to activate this service. All employees are paid bi-monthly. An employee's payroll statement can be attained through Skyward Employee Access on the district's website home page at [www.sfdr-cisd.org](http://www.sfdr-cisd.org). The statement will include detailed information on all payroll transactions. Contact the Payroll Department for more information about the automatic payroll deposit service.

## **Payroll Deductions**

*Policy CFEA*

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

Automatic payroll deductions:

- Teacher Retirement System (TRS) and federal income tax are required for all full-time employees
- Medicare tax deductions also are required for all employees hired in this district after March 31, 1986
- Temporary and part-time employees who are not eligible for TRS membership must contribute to a different compensation plan (FICA Alternative Plan under the approved Third Party Administrator)

Other voluntary deductions may be made for:

1. Approved insurance programs
2. Annuities/deferred compensation programs
3. Other cafeteria plan options authorized by the Internal Revenue Service
4. Teacher Organizations
5. Prepaid tuition plans

Local days are allocated at the beginning of the school year, but will be reviewed at year end to verify the amount of days actually worked. If an employee did not work at least 180 days of their contracted days of employment, they will be docked for days not earned at their daily rate.

## **Overtime Compensation**

*Policy DEAB*

The district compensates overtime for non-exempt employees in accordance with federal wage and hour laws. Only nonexempt 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 advance approval from their supervisor. Employees who work unauthorized overtime may be subject to disciplinary action.

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. Non-exempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay

unless they work more than 40 hours. For the purpose of FLSA compliance, the workweek for District employees begins at 12:00 a.m. Saturday and ends at 11:59 p.m. Friday. Use of comp time may be at the employees request with supervisor approval as work load permits, or at the supervisor's direction.

A non-exempt employee is generally an employee whose job duties do not fall into the executive, administrative, or professional category.

- District salaried nonexempt employees working **more than 40 hours** in the same workweek shall be entitled to **compensatory time** off at one and one-half hours for each overtime hour worked.
- Compensatory time earned by nonexempt employees may not accumulate beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee is required to take the compensatory time off.
- Each workweek stands alone in computing compensatory entitlements. Workweeks cannot be consolidated or averaged to determine compensatory time during a pay period.
- Supervisors of nonexempt employees must obtain **advanced approval** from the Superintendent authorizing an employee to work overtime. The request must be submitted in writing, and must include the reason for the overtime and the anticipated length of overtime. The Superintendent shall also approve the form of compensation for all approved overtime. Supervisors must communicate to employees the form of compensation approved for overtime, **prior** to the performance of the work.
- Compensatory time cannot be waived by voluntary agreement between the employee and the employee's supervisor. A non-exempt employee cannot donate overtime or agree to a reduced rate of compensatory time.
- *Fair Labor Standards Act* regulations require employers to establish and to enforce policy against off-the clock or unauthorized work.
- It is the responsibility of the employee's supervisor to control the number of hours worked beyond the regular workday.
- Duty hours for **all instructional personnel shall be from 7:30 a.m. to 4:00 p.m.** unless otherwise specified by the principal or supervisor.
- Insignificant time (up to 10 minutes) beyond scheduled working hours may be disregarded in recording working (*de minimis rule*).
- Meal periods of over 30 minutes are non-compensable time if employee is relieved of all duty and responsibility.
- If a non-exempt employee is terminated or the employee resigns, he/she will be paid for any unused compensatory time at a rate not less than the average rate received by the employee during the last three years of employment or the final regular rate of pay received, whichever is higher.
- Nonexempt employees working overtime without prior approval will be subject to disciplinary action as follows
  - The first offense will merit a written warning.
  - The second offense will merit a one-day suspension without pay.
  - The third offense will merit possible termination.
- Falsification of records regarding time worked, including overtime, will be considered good cause for immediate termination. Actual time worked must be recorded.

- Compensatory time records with appropriate documentation and signatures from the employee and the administrator authorizing the overtime must be submitted along with the employee's timesheet to the Payroll Office.
- Employees shall record compensatory time on a common form provided by the District.
- When compensatory time is taken time sheets must clearly state "compensatory time used," and must be submitted to the payroll office along with appropriate compensatory time record.
- Compensatory time must be used in the duty year that it is earned.
- An employee may be required to use compensatory time before using available paid leave (e.g., sick, personal, vacation).

## **Travel Expense Reimbursement**

### *Policy DEE*

Before any travel expenses are incurred by an employee, the employee's supervisor and appropriate program director must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

## **Health, Dental and Life Insurance**

### *Policy CRD*

Group health insurance coverage is available to all full-time and part-time (at least 30 work hours per week) employees. The district's contribution to its employee self-funded health care plan premiums is determined annually by the board of trustees. Detailed descriptions of the health care plan, cost, and eligibility requirements may be accessed electronically through the district website at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) using the following links:

- Human Resources
- Employee Benefits

The health insurance plan year is from January 1<sup>st</sup> through December 31<sup>st</sup>. New employees must complete enrollment forms within the first 30 days of employment. Current employees can make changes in their health care plan coverage during the open enrollment period which is usually held in the month of October. Changes to health plan coverage can also be made when a qualifying event occurs, such as, birth of a child, divorce, loss of other health coverage, etc. **However, the change must be made within 30 days of the date of the qualifying event.** Employees should contact the, Employee Benefits/Support Services Coordinator at (830) 778-4100.

## **Supplemental Insurance Benefits**

### *Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs, as available. Alamo Insurance Group, Brown & Brown, Inc. has been approved by the School Board as the Third Party Administrator (TPA) for district employee supplemental insurances. Premiums

can be paid by payroll deduction. Employees should contact the Employee Benefits/Support Services Coordinator at 830-778-4100 for more information.

### **Cafeteria Plan Benefits (Section 125)**

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and critical illness, dental and vision care). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period. Premiums carried under Section 125 cannot be dropped except during the employee benefits open enrollment period.

### **Workers' Compensation Insurance**

*Policy CRE*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Texas Association of School Boards (TASB), effective September 1, 2003.

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

All work related accidents or injuries should be reported immediately to the campus/work and/or campus nurse location 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. See *Workers' Compensation* benefits, page 20 for information on use of paid leave for such absences. At this time the District does not offer a return to work light duty program for employees.

### **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 Employee Benefits/Support Services Coordinator at 830-778-4100 or the Texas Workforce Commission at 800-558-8321.

## **Teacher Retirement**

### *Policy DEG*

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

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

**Reimbursement for Leave upon Retirement:** The following leave provisions shall apply to local leave earned beginning on the original effective date of this program.

A full-time employee who retires from the District shall be eligible for reimbursement for local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or non-renewed.
2. The employee is eligible for monthly retirement benefits from the Teacher Retirement system of Texas (TRS).

The employee shall be reimbursed for each day of unused local leave, to a maximum of 45 days at the rate established by the Board at the time of retirement.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

In the event of an employee's death, who would otherwise have been eligible for reimbursement for leave upon retirement, such reimbursement shall be paid to the estate of the deceased employee.

## **LEAVES AND ABSENCES**

### *Policies DEC, DECA, DECB and DED*

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should the Employee Benefits/Support Services Coordinator at (830) 778-4100 for information

about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee who is absent more than five (5) days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness - the employee's fitness to return to work. Paid leave must be used in ½ day or full day increments.

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

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

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

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

## **Personal Leave**

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

There are two types of personal leave: nondiscretionary and discretionary.



**Nondiscretionary:** Leave taken for personal or family illness, family emergency, death in the family, active military service, birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement is considered non-discretionary leave. Reasons for this type of leave allows very little or no advance planning and may be used in the same manner as state sick leave.

**Schedule Limitations: Discretionary** leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of semester or end-of-year exams, days scheduled for state-mandated assessments, professional or staff development days, or the last contract day, except in extenuating circumstances as determined by the Superintendent or designee.

**Duration of Leave:** Discretionary use of leave shall not exceed five consecutive workdays except in extenuating circumstances as determined by the Superintendent or Superintendent's designee.

**Discretionary:** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 30 days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal and supervisor.

**Schedule Limitations: (Superintendent Directive)**

Additionally, employees will not be granted **discretionary** leave to attend college courses due to the adverse effect on the educational programs of the campus.

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

## **State Sick Leave**

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in one-half day increments except when coordinated with family and medical leave taken on an intermittent or reduced schedule basis or when coordinated with workers' compensation benefits.

State sick leave may be used for the following reasons only:

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

## Local Leave

All employees shall earn local leave days, in accordance with Administrative regulations and the following:

Local leave shall accumulate without limit.

Local leave shall be used according to the terms and conditions of state personal leave. (See STATE PERSONAL LEAVE, above)

### EMPLOYEE LEAVE DAYS

Position	Contract Length	Local Leave
All Employees	10 month	5 days
	11 month	6 days
	12 month	7 days

**Use and recording:** Local sick leave, if any, shall be used before or after state sick leave accumulated prior to the 1995-1996 school year and under the terms and conditions applicable to such state sick leave, except as otherwise provided by this policy.

Local sick leave may also be used for first-year care following the birth or adoption of an employee's son or daughter or the placement of a child with the employee for foster care.

Earned compensatory time shall be used before any available paid state and local leave. Policy DEAB

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

1. Nonduty and paid vacation days, if applicable. *Policy DED(LOCAL)*
2. Local leave.
3. State sick leave accumulated before the 1995-96 school year.
4. State personal leave.

**Leave Transfer Program:** A full-time employee may transfer fully paid local leave days to another employee who suffers from a catastrophic illness or injury and has exhausted all paid leave and vacation days. A re-request for transfer of days must be submitted in writing to the governing committee on a District form.

### Non-Duty/Vacation Days *DED (LOCAL)*

Professional, paraprofessional, and auxiliary employees in positions normally requiring 12 months of service shall have unscheduled non-duty days, which shall be the days remaining in

the year after holidays and scheduled duty days have been satisfied. The total number of non-duty days may vary from year to year depending on the school calendar.

An employee shall use non-duty days by June 30 of the school year in which they are earned. An employee may carryover non-duty days from the previous school year only.

Non-duty days may be taken at any time of the year and shall be taken at such times as will least interfere with the performance of the employee's duties. The only exception shall be for the days that are assigned for District office closings in which the employee must use non-duty days.

Auxiliary employees who work a 261-day work schedule are entitled to paid vacation days each year. Vacation days must be approved in advance by the employee's supervisor, and the days must be taken by the end of the employee's annual work schedule.

## **Family and Medical Leave (FML) - General Provisions**

The following text is from the federal notice, *Employee Rights and Responsibilities Under the Family and Medical Leave*. Specific information that the district has adopted to implement the FML follows this general notice. *Policy DEC(LOCAL)*

**Basic Leave Entitlement:** The FML requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

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

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

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

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

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

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

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

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

**Catastrophic, Illness or Injury:** A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

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

**Substitution of Paid Leave for Unpaid Leave:** Employees may choose or employers may require use of accrued paid leave while taking FML. In order to use paid leave for FML, employees must comply with the employer's normal paid leave policies.

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

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

**Leave Transfer Program:** A full-time employee may transfer fully paid personal local leave days to another employee who suffers from a catastrophic illness or injury and has exhausted all paid leave and vacation days.

**Limitations to Leave Transfers:** Effective September 1, 2016, the total number of days transferred must not lower the contributing employee's total accumulation of local leave below ten days. An eligible employee may receive no more than 30 local leave days per school year.

**Employer Responsibilities:** Covered employers must inform employees requesting leave whether they are eligible under FML. If they are the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FML and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FML, the employer must notify the employee.

**Unlawful Acts by Employers:** The FML makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right protected under the FML;
- Discharge or discriminate against any person for opposing any practice made unlawful by the FML or for involvement in any proceeding under or relating to the FML.

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

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

*FML section 109 (29 U.S.C. § 2619) required FML covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures.*

For additional information:

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

[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

## **Local Family and Medical Leave Provisions**

*Policy DEC(LOCAL)*

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from the state's fiscal year September 1 through August 31.

**District contact:** Employees that require FML or have questions should contact the Employee Benefits/Support Services Coordinator at (830) 778-4100 for details on eligibility, requirements, and limitations.

## **Temporary Disability Leave**

**Certified employees:** Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a

temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

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

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

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

## **Workers' Compensation Benefits**

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

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

## **Assault Leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person not responsible for purposes of criminal liability. An incident involving an assault is a work-related injury and should be immediately reported to the Chief Human Resources Officer at (830)778-4014.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of the employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued

personal leave and must be coordinated with workers' compensation benefits.

Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be adjusted if accrued paid leave is not available.

## **Jury Duty**

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service.

## **Compliance with a Subpoena**

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

## **Military Leave**

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

**Reemployment after Military Leave:** Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the Chief Human Resources Officer at (830)778-4014. In most cases, the length of federal military service cannot exceed five years, and the employee must apply for reemployment within the period of time specified in law. The full text of the notice as published by the U.S. Department of Labor (DOL):

[http://www.dol.gov/vets/programs/userra/userra\\_private.pdf](http://www.dol.gov/vets/programs/userra/userra_private.pdf)

**Continuation of health insurance:** Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Employee Benefits/Support Services Coordinator at 830-778-4100 for details on eligibility, requirements, and limitations.

## **EMPLOYEE RELATIONS AND COMMUNICATIONS**

### **Employee Recognition and Appreciation**

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings,

and through special events and activities. Recognition and appreciation activities also include Teacher of the Month, Teacher of the Year and Teacher Appreciation Celebration.

## **District Communications**

Throughout the school year, the Superintendent's office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

## **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 that all employees must follow when bringing formal complaints and grievances. Employees are encouraged to discuss their concerns or complaints with their supervisors or an 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 can bring grievances to the board of trustees. The district's parent/child and employee complaint forms can be requested from the Superintendent's office or can be obtained on-line at [www.sfdcr-cisd.org](http://www.sfdcr-cisd.org) using the following links:

- Board of Trustees
- Board Policy Manual

## **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 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 district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination.

Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the Superintendent knew of the incident. See *Reports to the, Texas Education Agency* for additional information.

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

### **Texas Educators' Code of Ethics**

#### **Purpose and Scope**

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

#### **Enforceable Standards**

##### **I. Professional Ethical Conduct, Practices and Performance**

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

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

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

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

- Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students or other persons or organizations in recognition or appreciation of service.
- Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.
- Standard 1.7 The educator shall comply with state regulations, written local school board policies and other state and federal laws.
- Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
- Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.
- Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- Standard 1.11 The educator shall not intentionally 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 be under the influence of alcoholic or consume alcoholic beverages on school property or during school activities when students are present.
- Standard 1.14 The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

## **II. Ethical Conduct toward Professional Colleagues**

- Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

- Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional or citizenship rights and responsibilities.
- Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
- Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

**III. Ethical Conduct toward Students**

- Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health or safety of the student or minor.
- Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
- Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
- Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
- Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
- Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.
- Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell

phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

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

## **Discrimination, Harassment, and Retaliation**

*Policies DH, DIA*

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is located in *DIA* local in the on-line board policy manual at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) using the following links:

- Board of Trustees
- Board Policy Manual

## **Harassment of Students**

*Policies DF, DH, FFG, FFH, FFI*

Sexual and other harassment of students by employees is a form of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse 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 28 and *Bullying*, page 44 for additional information. Employees with questions or concerns relating

to the alleged sexual harassment of a student should contact the Administrative Director at 830-778-4073.

## **Reporting Suspected Child Abuse**

*Policies DF, DG, DH, FFG, GRA*

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (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:

- Reports to Child Protective Services can be made to Child Protective Services or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.
- 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 can be made to the Texas Abuse Hotline at 800- 252-5400. State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

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

An employee's failure to report suspected child abuse may result in prosecution 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 Texas Educators' Code of Ethics.

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

Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. In addition, employees must cooperate with investigators

of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

## **Sexual Abuse and Maltreatment of Children**

As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who 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*.

## **Reporting Crime**

*Policy DG*

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

## **Technology Resources**

*Policy CQ*

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

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

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

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures.

Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Chief Technology Officer at 830-778-4016.

All district employees are required to sign an [Employee Agreement for Acceptable Use of Electronic Communication System](#). Signed agreements are to be kept on file at the work location.

## **Personal Use of Electronic Communications**

*Policy CQ (EXHIBIT-C, F), DH*

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

- Confidentiality of student records. *Policy FL*
- Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law *Policy DH (EXHIBIT)*
- Confidentiality of district records, including educator evaluations and private e-mail addresses. *Policy GBA*
- Copyright law *Policy CY*
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. *Policy DH (EXHIBIT)*

See *Use of Electronic Media Communication with Students*, below, for regulations on employee communication with students through electronic media.

## **Electronic Communications between Employees and Students**

*Policy DH, CQ (EXHIBIT-C, F)*

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

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

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

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

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunications such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal



social network page or blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.

- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
  - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
  - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity.)
- The employee is prohibited from knowingly communicating with students through a personal social network page.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. *Policies CPC and FL*
  - Copyright law. *Policy CY*
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. *Policy DF*
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.

- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to this or her immediate supervisor.

## **Criminal History Background Checks**

### *Policy DBAA*

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

## **Employee Arrests and Convictions**

### *Policy DH*

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

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

Moral turpitude includes, but is not limited to, the following:

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

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

## **Alcohol and Drug-Abuse Prevention**

### *Policy DH*

SFDRCISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use can be located in the on-line board policy manual at [www.sfdr-cisd.org](http://www.sfdr-cisd.org).

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.

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, in writing, 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 *Policy DH (LOCAL)*.

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

## **Tobacco Products and E-Cigarette Use**

### *Policies DH, FNCD, GKA*

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

The District prohibits the use of electronic cigarettes or any other electronic vaporizing device on District property at all times. *Policy GKA (LOCAL)*

## **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, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

## **Conflict of Interest**

### *Policy CB, DBD*

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

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

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

### *Policy DBD*

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks,

electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

## **Copyrighted Materials**

### *Policy CY*

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

## **Charitable Contributions**

### *Policy DG*

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

## **Association and Political Activities**

### *Policy DGA*

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

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

Use of district resources, including work time, for political activities is prohibited.

## **Safety**

### *Policy CK Series*

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

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

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

Employees with questions or concerns relating to safety programs and issues may contact the Chief Operations Officer at 830-778-4012.

## **Possession of Firearms and Weapons**

*Policies DH, FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call the SFDRCISD Chief of Police immediately at 830-778-4172.

## **Visitors in the Workplace**

*Policy GKC*

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

## **Asbestos Management Plan**

*Policy CKA*

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

## **Pest Control Treatment**

*Policies CLB, DI*

Employees are prohibited from applying 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 at each district facility and are posted in an obvious location and manner. 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 electronic means. Pest control information sheets are available from campus principals or facility managers upon request.

## **Dress and Grooming**

*Policy DH (LOCAL)*

The dress and grooming of District employees shall be clean, neat, and in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. [DH \(REGULATION\)](#)

## **GENERAL PROCEDURES**

### **Bad Weather Closing**

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. When it becomes necessary to open late to release students early, or to cancel school, district officials will post a notice on the following radio stations will be notified by school officials: KDLK, KTDR, KTJK, KWMC, Local Access Channel 1301, San Antonio News Programs and social media outlets. The notice will also be posted on the district Web site at [www.sfdr-cisd.org](http://www.sfdr-cisd.org).

### **Emergencies**

*Policies CKC, CKD*

All employees should be familiar with the safety procedures for all types of emergencies, 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 those devices and procedures for their use.

## **Purchasing Procedures**

### *Policy CH*

All requests for purchases must be submitted on a purchase requisition utilizing the Skyward finance system software. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact your supervisor for additional information on purchasing procedures.

## **Name and Address Changes**

It is important that employment records be kept up to date.

Employees must log-on to Employee Access and make any changes or corrections in personal information, such as contact telephone number and home address.

Please refer to the on-line Employee Access using the following links at [www.sfdr-cisd.org](http://www.sfdr-cisd.org):

- Employee
- Skyward Employee Access
- Employee Information
- Personal Information
- Under Demographics select:
  - Employee Information or Address
- Request Changes
- Save; Changes are now pending approval by Human Resources Information Systems Coordinator

Employees needing to make other changes such as marital status or emergency contact please contact the Employee Benefits/ Support Services Department at 830-778-4100.

Changes to the TRS plan beneficiary need to be made by contacting TRS at 1-800-223-8778.

## **Personnel Records**

### *Policy DBA, GBA*

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal e-mail is confidential and may not be released without the employee's permission. Employees may choose to have the following personal information withheld:

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

The choice to not allow public access to this information may be made at any time by submitting a written request to the Department of Human Resources. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.



## **Building Use**

*Policy DGA, GKD*

Employees who wish to use district facilities after school hours must follow established procedures. The principal is responsible for scheduling the use of facilities after school hours. Contact the Chief Operations Officer at 830-778-4012 to request to use school facilities and to obtain information on the fees charged.

## **TERMINATION OF EMPLOYMENT**

### **Resignations**

*Policy DFE*

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

The principal is required to notify the superintendent of an educator's resignation following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 33 and 34. The Superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to Texas Education Agency, on pages 33 and 34*.

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

### **Dismissal or Non-Renewable of Contract Employees**

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

Employees on probationary, term, and continuing contracts can be dismissed during the school year or according to the procedures outlined in district policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing.

The 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. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF series

policies that are provided to employees via the policy manuals on line at our district Web site at [www.sfdr-cisd.org](http://www.sfdr-cisd.org).

## **Dismissal of Non-Contract Employees**

### *Policy DCD*

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. 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, page 23.*)

## **Exit Interviews and Procedures**

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

## **Reports to Texas Education Agency**

### *Policy DF, DHB*

The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

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

adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

## **Reports Concerning Court-Ordered Withholding**

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

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

## **STUDENT ISSUES**

### **Equal Educational Opportunities**

*Policy FB, FFH*

The SFDRICISD does not discriminate on the basis of race, color, religion, 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; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to the Administrative Director at 830-778-4073.

### **Student Records**

*Policy FL*

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

- Parents married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

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

## **Parent and Student Complaints**

### *Policy FNG*

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

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

## **Administering Medication to Students**

### *Policy FFAC*

Only designated employees may administer prescription medication, non-prescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medicine 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**

### *Policies DH, FFAC*

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

## **Psychotropic Drugs**

### *Policy FFAC*

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

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

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

## **Student Conduct and Discipline**

*Policies in the FN series and FO series*

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

## **Student Attendance**

*Policy FEB*

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

## **Bullying**

*Policy FFI*

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying including cyber bullying, to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and can be found in the on-line policy manual located on the district website at [www.sfdr-cisd.org](http://www.sfdr-cisd.org).

## **Hazing**

*Policies FNCC*

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

## **SUPPLEMENTAL DISTRICT INFORMATION**

Additional district information is located on the district website at [www.sfdr-cisd.org](http://www.sfdr-cisd.org) to include, but not limited to:

- Job postings; On-line application
- Employee handbook; Service records request form
- T-TESS Information

Note: The Department of Human Resources continually updates the employment link with informational items and revisions as needed that will benefit all employees.