



SAN ANGELO

INDEPENDENT SCHOOL DISTRICT

Employee Handbook 2016-2017

The San Angelo Independent School District does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, gender, pregnancy, national origin, age, disability, military status, genetic information, or any other basis prohibited by law.

Updated August 15, 2016

Table of Contents

Letter from Superintendent	5
Introduction	6
District Information	8
District Demographics	8
Mission Statement, Goals and Objectives	8
Board of Trustees.....	8
Administration	9
School Calendar.....	9
Helpful Contacts	10
Employment	11
Equal Employment Opportunity	11
Job Vacancy Announcements	11
Contract and Noncontract Employment.....	11
Certification and Licenses.....	12
Searches and Alcohol and Drug Testing.....	12
Health Safety Training.....	13
Reassignments and Transfers.....	13
Workload and Work Schedules	13
Breaks for Expression of Breast Milk.....	14
Notification to Parents Regarding Qualifications	14
Outside Employment and Private Tutoring	15
Performance Evaluation.....	15
Employee Involvement	16
Professional Development	16
Compensation and Benefits	17
Salaries, Wages, and Stipends	17
Electronic Payroll Deposit	17
Payroll Deductions.....	18
Overtime Compensation	18
Travel Expense Reimbursement	19
Health and Life Insurance.....	19
Supplemental Insurance Benefits and Qualified Investment Products	20
Cafeteria Plan Benefits (Section 125).....	20
Flexible Spending Accounts	20
Workers' Compensation Insurance.....	21
Unemployment Compensation Insurance	21
Teacher Retirement.....	21
Other Benefit Programs	21
Leaves and Absences	22
State Personal Leave	23
Local Sick Leave.....	24
State Sick Leave.....	25
Local Personal Leave for Professional Employees.....	25
Attendance Incentive	25
Professional Growth Leave.....	25
Temporary Disability Leave	26
Family and Medical Leave (Family & Medical Leave Act) – General Provisions	26

Local Family and Medical Leave Provisions.....	29
Catastrophic Sick Leave Bank	29
Neutral Absence Control.....	29
Assault Leave.....	30
Jury Duty.....	30
Other Court Appearances.....	30
Workers' Compensation Benefits	30
Military Leave.....	31
Employee Relations and Communications	31
Employee Recognition and Appreciation	31
District Communications	31
Complaints and Grievances	32
Employee Conduct and Welfare.....	37
Standards of Conduct.....	37
Discrimination, Harassment, and Retaliation	40
Harassment of Students.....	43
Reporting Suspected Child Abuse	48
Sexual Abuse and Maltreatment of Children.....	49
Reporting Crime.....	49
Technology Resources	50
Personal Use of Electronic Media.....	50
Use of Electronic Media with Students	50
Telephone Use	51
Copyrighted Materials	51
Criminal History Background Checks.....	51
Employee Arrests and Convictions.....	52
Alcohol-Free and Drug-Free Environment.....	52
Tobacco Products and E-Cigarette Use	54
Appropriate Dress	54
Fraud and Financial Impropriety	54
Conflict of Interest	55
Gifts and Favors.....	55
Associations and Political Activities	55
Charitable Contributions.....	56
Safety	56
Possession of Firearms and Weapons	56
Identification Badges	56
Employee Identification Numbers	56
Visitors in the Workplace	57
Asbestos Management Plan	57
Pest Control Treatment	57
General Procedures	58
Bad Weather Closing	58
Emergencies.....	58
Name and Address Changes	58
Updating Credentials and Renewing Certifications.....	59
Personnel Records.....	59
Building Use	59
Purchasing Procedures	59

Termination of Employment.....	60
Resignations	60
Dismissal or Nonrenewal of Contract Employees	60
Dismissal of Noncontract Employees	60
Exit Interviews and Procedures	61
Reports to the Texas Education Agency	61
Reports Concerning Court-Ordered Withholding.....	61
Student Issues	62
Equal Educational Opportunities	62
Student Records	62
Parent and Student Complaints.....	62
Administering Medication to Students	63
Dietary Supplements.....	63
Psychotropic Drugs.....	63
Student Conduct and Discipline.....	63
Student Attendance	64
Bullying.....	64
Hazing.....	67
Appendix.....	68
District Policies (Legal and Local).....	69
SAISD Campuses & Other Sites.....	70
District Map	71
Timekeeping Procedures.....	72
Summary of Employee Benefits	76
Technology Responsible Use Guidelines	78



Carl H. Dethloff, Ph.D.
Superintendent

Dear San Angelo ISD Team,

On behalf of the SAISD Board of Trustees and Administration, we would like to personally welcome each of you to the 2016-2017 school year. Educating our students to achieve success each day and throughout their lives is vital to our vision, “In Pursuit of Excellence.” Accomplishing our vision takes a team approach and through your commitment, passion, and professionalism we will reach this goal together.

The purpose of this handbook is to provide guidance and information that will help you understand our District’s expectations. We want to make certain all employees are well informed and knowledgeable of the opportunities for outstanding performance and conduct. Together, we will demonstrate professional behavior, a cooperative spirit, and help develop a positive working environment for all.

Please review this document carefully. It is every employee’s responsibility to be knowledgeable of and abide by Board policies. This handbook provides the professional conditions that need to be present for us to accomplish our very critical work together – the teaching, learning, and safety of our students.

We are poised for greatness,

A handwritten signature in blue ink that reads "C. Dethloff". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Carl H. Dethloff, Ph.D.
Superintendent

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. This handbook does not replace nor serve as a substitute for the District's board-adopted policy manual, which contains all official policies that govern the operation of the District and employment in the District. Not all District policies and procedures are included in this handbook. Those that are have been summarized. Policies and procedures can change at any time. When the District provides updated policy information, the employee is responsible for reading and abiding by the changes.

This handbook is not a contract, nor is it intended to alter the at-will status of noncontract employees in any way; rather, it is a guide to and a brief explanation of District policies and procedures related to employment. Nothing in this handbook supersedes or contradicts any District policy or changes any aspect of the employment relationship between the employee and the District or any terms and conditions of that relationship. All District employees serve on an at-will basis unless they have received and electronically signed a written contract authorized by the board of trustees or a written employment agreement authorized by the board of trustees or the superintendent.

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 Appendix of this handbook includes a list of employment policies that are recommended for employees' review.* Paper copies of employment policies and this handbook are located at each school office and administrative department, and are available for review. Employees may also access the policies online at www.saisd.org by clicking on *District* at the top of the page then *Board Policies* under the *Board of Education* heading. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Department.

NOTE: *All employees are required to read the Employee Handbook and electronically sign the Employee Handbook Receipt located on the Employee Access Center and reprinted in this document on page 7.*

1. Log in to **Employee Access Center**:
 - Go to the **SAISD Website > Employment > Current Employees > Online Staff Resources**
– OR –
 - Click on this link: <https://eac.saisd.org/eac51/Login.aspx>
 - If this is your first time to access the *Employee Access Center*, enter your 6-digit employee ID number as your user ID and your social security number as your password.
 - If you have previously accessed the EAC, enter the password that you created.
2. Contact the Technology Help Desk at 657-4000 if you need help with your password.
3. In the menu on the left, select **eHandbook Receipt**.
4. Read the agreement and type your name in the box. This serves as your digital signature.
5. You will be instructed to verify your name and then given an option to print your receipt.

Employee Handbook Receipt – 2016-2017

The Employee Handbook and the Employee Handbook Receipt are located on the District's website. All employees are required to read the handbook and digitally sign the receipt in the Employee Access Center. The receipt states:

I hereby acknowledge receipt of information that the San Angelo ISD Employee Handbook is available to me on the District's website at www.saisd.org under the *Employment* tab. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. I also understand that I may access the policies, including employment policies online at www.saisd.org by clicking on the *District* tab then *Board Policies*.

I understand that each campus and administrative department has copies of the handbook for my convenience. I understand that each campus library and administrative department has Internet access. I understand that I may print the handbook from the website or call the Human Resources Department at 947-3838 to request a paper copy.

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 document. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

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

I understand that I have an obligation to inform the Human Resources Department, my supervisor, and the State Board of Educator Certification (if applicable) of any changes in personal information, such as name, phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources Department if I have questions or need further explanation.

By typing my name in the space below, I agree that my typed name shall serve as my digital signature.

I have read and understand this notice and acknowledge receipt and understanding of the San Angelo ISD Employee Handbook.

Name

Employee ID Number

Signature

Date

District Information

District Demographics

As the largest school district in Tom Green County, SAISD serves a culturally diverse population of approximately 14,300 students on 28 campuses: 17 elementary schools, three middle schools, one freshman campus, two high schools, two alternative education schools, and three Head Start/Early Head Start centers. *A map of the District is in the Appendix of this handbook.* Our student population is approximately 58.0% economically disadvantaged with an ethnic breakdown of: 58.8% Hispanic, 34.1% White, 4.2% African American, 0.9% Asian, 0.3% American Indian, 0.1% Pacific Islander, and 1.6% two or more races (Source: 2014-2015 TAPR). The District has 1,964 regular employees: 975 teachers; 989 administrative/ professional, clerical/paraprofessional, information technology, manual trades and Head Start staff; and approximately 350 substitute teachers and 150 tutors (Source: 2015-2016 Fall PEIMS Report). The Maintenance and Operations tax rate is \$1.04 per \$100 valuation and the Debt Service rate is \$0.195, for a total tax rate of \$1.235.

Mission Statement, Goals and Objectives

Policy AE

The mission of San Angelo Independent School District is to provide each student with a meaningful, challenging education, delivered in a safe learning environment that prepares him or her to graduate from high school as a lifelong learner who is a capable, productive, and contributing citizen.

The District goals are to: (1) Provide student achievement at the highest levels; (2) maintain fiscal responsibility and design and implement a facilities plan that addresses current and future needs of the District in order to fulfil the vision, mission, beliefs and goal adopted by the board; (3) improve communication between all stakeholders and the District; and (5) secure and retain an effective staff that is reflective of and responsive to the District's student body; (6) sustain a safe and secure environment.

Board of Trustees

Policies BA, BB series, BD series and BE series

Texas law grants the board of trustees the power to govern and oversee the management of the District's schools. The board is the policy-making body within the District and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal 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 three-year terms and are elected in six single member districts and one member is elected at-large. Trustees serve without compensation, must be qualified voters, and must reside in the District.

Board of Trustees	District	Term Expires
Bill Dendle, Trustee	Single Member District #1	May 2017
Art Hernandez, Trustee	Single Member District #2	May 2017
Tim Archer, Treasurer	Single Member District #3	May 2017
Ami Mizell-Flint, Trustee	Single Member District #4	May 2017
Max Parker, Vice President	Single Member District #5	May 2019
Gerard Gallegos, Secretary	Single Member District #6	May 2019
Lanny Layman, President	At-Large	May 2019

The Board of Trustees hold pre-agenda work sessions the second Monday of the month at 5:30 p.m. Regular meetings are held the third Monday of the month at 5:30 p.m. The Board meets in the Board Room, 2nd Floor, Administration Building, 1621 University Avenue. In the event that large attendance is anticipated, the Board may meet at an alternate location. Special meetings may be called when necessary. A written notice of regular and special meetings is posted at the front door of the Administration Building and on the District's website at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

Administration

Dr. Carl Dethloff	Superintendent
Dr. Jeff Bright	Assistant Superintendent of Business & Support Services
Shelly Hullihen	Assistant Superintendent of Educational Support Services
Matt Kimball	Assistant Superintendent of Human Resources & Professional Development
Brent McCallie	Executive Director of Athletics
Dr. Jana Rueter	Executive Director of Curriculum & Instruction
Steve Gill	Executive Director of Schools
Farrah Gomez	Executive Director of Schools
Stephanie Free	Executive Director of Special Programs
Dean Munn	Executive Director of Accountability & Federal Programs
Pattie Griffin	Director of Human Resources
Jamie Highsmith	Public Information Officer

School Calendar

The board of trustees approves the District's official calendar in December for the following school year. The 2016-2017 District calendar is available on the District's website.

<http://www.saisd.org/District/Calendar/index.asp>

Helpful Contacts

When employees have questions or concerns that cannot be addressed by supervisors or at the campus or department level, information may be received from the appropriate department by calling 947-3700 or by accessing the District's website at www.saisd.org and these links:

Assessment – <http://www.saisd.org/Departments/Assessment/>

Athletic Department – <http://www.saisd.org/departments/athletics/index.asp>

Business & Support Services – <http://www.saisd.org/Departments/Business%20Support%20Services/index.asp>

Career & Technical Education – <http://www.saisd.org/Programs/CTE.asp>

Child Nutrition & Food Services – <http://www.saisd.org/Departments/Food%20Services/index.asp>

Counseling & Guidance – <http://www.saisd.org/Departments/Counseling/index.asp>

Data Services – <http://www.saisd.org/Departments/DataServices/index.asp>

District Policy – <http://pol.tasb.org/Home/Index/1139>

Federal & State Programs – <http://www.saisd.org/Departments/FederalPrograms/index.asp>

Financial Services – <http://www.saisd.org/Departments/FinancialServices/index.asp>

Head Start – <http://www.saisd.org/schools/HeadStart.asp>

Health Services – <http://www.saisd.org/Departments/Health%20Services/index.asp>

Human Resources – <http://www.saisd.org/Departments/HR/index.asp>

Instructional Technology – <http://schools.saisd.org/education/components/scrapbook/default.php?sectionid=2114>

Maintenance Department – <http://www.saisd.org/Departments/Maintenance/index.asp>

Payroll & Benefits – <http://www.saisd.org/Departments/PayrollBenefits/index.asp>

Professional Development – <http://www.saisd.org/Departments/HR/professionalDevelopment.asp>

Public Information – <http://www.saisd.org/Departments/PublicInformation/index.asp>

Purchasing Department – <http://www.saisd.org/Departments/Purchasing/index.asp>

Safety, Security & Compliance – <http://www.saisd.org/Departments/Safety%20and%20Compliance/index.asp>

Special Education Department – <http://www.saisd.org/Departments/SpecialEducation/index.asp>

Student Services – <http://www.saisd.org/Departments/StudentServices/index.asp>

Technology & Information Services – <http://www.saisd.org/Departments/Technology/index.asp>

Transportation Services – <http://www.saisd.org/Departments/Transportation/index.asp>

Employment

Equal Employment Opportunity

Policies DAA, DIA

The San Angelo ISD 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 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.

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact Shelly Hullihen, Title IX Coordinator, at 947-3700 x510. Employees with questions or concerns about discrimination on the basis of a disability should contact Stephanie Free, ADA/Section 504 Coordinator, at 657-4055 x301. Questions or concerns relating to discrimination for any other reason should be directed to the Office of the Superintendent at 947-3700 x764 or the Human Resources Department 947-38-700 x173.

Job Vacancy Announcements

Policy DC

To the extent possible, announcements of job vacancies are posted on a regular basis on the District's website. Employees interested in being considered for a vacant position should apply through the District's electronic application system, accessible on the District's website. Teachers wishing to change campuses should indicate their desire on the teacher intent form that is available in January and then complete a transfer request form.

Contract and Noncontract Employment

Policies DC series

The District issues probationary and term contracts to some professional employees.

Probationary contracts – Principals, assistant principals, teachers, counselors, nurses, librarians, and other full time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) will receive probationary contracts for their first full year of employment. Former employees who are hired after a two-year lapse in District employment or employees who move to a position requiring a new class of certification also may be employed by probationary contract. The probationary period for those who have been employed as a teacher in public schools for at least five of the eight years preceding employment with the District may not exceed one school year. For those with less experience, the probationary period will be three school years, with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

Term contracts – Principals, assistant principals, teachers, counselors, nurses, librarians and other full time professional employees in positions requiring a certificate from the SBEC will be employed under one-year term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees receive access to their contract in Employee Access Center, may print the contract and may review the employment policies on-line at www.saisd.org. Copies of employment policies will be provided upon request.

At-will employees – All clerical, paraprofessional and manual trades employees, regardless of certification, are employed at-will and not by contract. Some employees in positions that could be considered professional, such as some professional support and technology positions are also employed on an at-will basis. At-will employment is not for any specified term and may be terminated at any time for any reason or no reason 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 Human Resources Department in a timely manner.

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

Searches and Alcohol and Drug Testing

Policy CQ, DHE

There is a reduced expectation of privacy in the workplace. The District may search the workplace, including accessing an employee's desk, computer, file cabinets, and work area to obtain information needed for usual business purposes whether the employee is available or unavailable. In addition, the District may conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. A 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, computer, lockers, and private vehicles parked on District premises or work sites or used in District business.

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

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

Any employee required to have a Commercial Driver's License or is otherwise subject to alcohol and drug testing will receive a copy of the District's policy, testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions about alcohol and drug policies and related educational material should contact Human Resources.

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 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 Melissa Schumpert in the Health Services office.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent 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.

An employee with the required qualifications for a position may request a transfer to another campus or department. A teacher requesting a transfer to another campus for the following school year must submit a transfer request on the form provided by the District. Requests for transfer during the school year will be considered only when the change will not adversely affect students, after a replacement has been found and with the approval of the receiving supervisor. All transfer requests will be coordinated by the Human Resources Department.

Workload and Work Schedules

Policies DEA, DEAB, DK, DL

Professional employees – Professional employees and academic administrators are exempt from overtime pay and are employed on a 10, 10½, 10¾, 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 employees and all school holidays. Notice of work schedules including start and end dates and scheduled holidays is distributed each school year.

Classroom teachers will have planning periods for instructional preparation and conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The District may require teachers to supervise students during lunch one day a week when other personnel are unavailable.

Clerical, paraprofessional, manual trades and other support employees – Most support employees are employed at-will and receive notification of the required duty days, holidays, and hours of work for their position annually. These 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*.)

Breaks for Expression of Breast Milk

Policies DEA, DEAB, DG

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

A reasonable amount of break time will be provided when the employee has a need to express milk. 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 DBA, DK

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 days to a teacher who does not hold an appropriate teaching certificate. Inappropriately certified or uncertified teachers include individuals on emergency permits (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 should call the Human Resources Department.

Outside Employment and Private 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. Employees are required to also disclose in writing to their immediate supervisor any private tutoring of District students for pay.

Performance Evaluation

Policies DN series

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

Teachers are evaluated through the Texas Teacher Evaluation and Support System (T-TESS). If a teacher disagrees with the observation summary or the summative annual report, the teacher may request a second appraisal by obtaining an official request form from the Human Resources Department and complying with the following process.

For Request of Second Observation Summary:

1. If the teacher is not in agreement with the Observation Summary from the appraiser and wishes to request a second appraisal, the teacher submits the completed Teacher Request for second Appraisal form to the Human Resources Department within 10 instructional days of receiving the Observation Summary.
2. Within 15 instructional days from the date the HR Department receives the teacher's request, the Human Resources Department assigns the second appraiser from the approved T-TESS list of appraisers. The second appraiser conducts the 45 minute classroom observation.
 - The second appraiser may contact the teacher to obtain pertinent classroom and student information.
 - The second appraiser notifies the teacher of the one-week window in which the observation is to be conducted. Note: this observation is not scheduled by day or time.
3. After completing the observation, the second appraiser completes the Observation Report.
4. Within 10 instructional days following the observation (15 instructional days if extenuating circumstances are determined by the Human Resources representative), the second appraiser holds a post conference with the teacher, reviews the written Observation Report, and each sign the document.

5. The second appraiser provides a copy of the Observation Report to the teacher and the teacher's appraiser; and to the Human Resources Department for scanning into the teacher's records.

For Request of Second End of Year Conference and Summary Report:

1. Within 15 instructional days from the date the Human Resources Department receives the teacher's request, the second appraiser is assigned, completes the evaluation, and holds an end of year conference with the teacher to review the Summary Report.
 - To evaluate Domains 1-3, the second appraiser may conduct observations or walk-throughs as necessary and/or rely upon previous observations and/or walk-throughs.
 - To evaluate Domain 4, the second appraiser relies upon the cumulative data from the first appraisal, other observations, walk-throughs, the Goal Setting and Professional Development Plan documentation, and any other relevant documents (e.g. parent communications, professional improvement plan(s), performance memo(s), etc.)
2. The second appraiser provides a copy of the Summary Report to the teacher and the teacher's appraiser; and to the Human Resources Department for scanning into the teacher's records.

Employee Involvement

Policies BQA, BQB

At both the campus and District levels, San Angelo ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the District. As part of the District's planning and decision-making process, employees are elected to serve on District-level or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the office of the Assistant Superintendent of Educational Support Services at 947-3700 x510.

Professional Development

Policy DMA

Professional development activities are organized to meet the needs of employees and the District. Professional 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. Professional development for noninstructional 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, maintaining appropriate documentation, and renewing the certification with SBEC.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The District's compensation plan is reviewed by the board and administration each year and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a work week. (See *Overtime Compensation*.)

All employees receive notice of their pay and work schedules 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.

The District pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly payments, beginning with the first pay period of the school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

All teachers, administrative/professional, clerical/paraprofessional, information technology and Head Start employees are paid monthly according to the pay frequency schedule below. The District unilaterally annualizes compensation for employees in these job families.

10 – 10½ months	paid September through August
10¾ – 11 months	paid August through July
12 months	paid July through June

Manual trades employees are paid semi-monthly, September through August.

Employees may contact the Human Resources Department at 947-3700 x776 for more information about the District's pay schedules or their own pay. The District's compensation plan is also on the District's website at www.saisd.org.

Electronic Payroll Deposit

All employees are paid by electronic payroll deposit. Paychecks are electronically deposited into an account at a bank of the employee's choice. There is a one month delay in activating this service. An employee's pay is available on the pay date and is not released earlier for any reason. Employees are provided an electronic payroll statement with detailed information including pay, withholding, deductions, District paid contributions for benefits, and leave balances. Payroll statements and other information are available through the *Employee Access Center*.

Failure to provide or maintain a bank account for direct deposit of pay may be cause for disciplinary action. Employees with banking issues may contact the Payroll & Benefits Office for assistance.

For technical assistance, contact the Technology Department Help Desk at 657-4000. For paycheck information, contact the Payroll & Benefits Office at 947-3700 x788. Pay date schedules are available on the District's website at <http://www.saisd.org/Departments/PayrollBenefits/index.asp> .

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS)
- Federal income tax
- Medicare tax (applicable only to employees hired in this District after March 31, 1986)
- Court-ordered withholding
- Garnishments
- Social Security contributions for temporary and part-time employees not eligible for TRS

Other payroll deductions employees may elect include: deductions for the employee's share of premiums for health insurance; supplemental insurance plans; annuities; and savings deposits and loan payments through Concho Educators Federal Credit Union. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

Policy DEAB

The District compensates overtime for employees in nonexempt positions in accordance with federal wage and hour laws. Only nonexempt employees (in positions including but not limited to clerical/paraprofessionals, manual trades, and various technology and Head Start positions) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour work week and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, the work week for District employees is 12:01 a.m. Monday until midnight Sunday.

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

- Employees are allowed to accumulate a maximum of 60 hours comp time. Comp time must be used in the duty year that it is earned. When transferring to a different campus or department within the District, an employee must be paid or use any comp time balance prior to the transfer.
- Use of comp time may be at the employee's request with supervisor approval as workload permits or at the supervisor's direction.
- An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records are maintained in the automated timekeeping program on all nonexempt employees for the purpose of wage and salary administration.
- *The District's timekeeping procedures are included in the Appendix of this handbook.*

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and the program manager for the funds must give approval. For approved travel, travel in an employee's personal vehicle will be reimbursed for mileage according to the current rate schedule established by the District and in compliance with the Internal Revenue Service. One of two methods must be used to document mileage: (1) report beginning and ending odometer readings or (2) provide a map illustrating point to point calculation using www.mapquest.com.

Lodging and meals will be reimbursed for actual expenses paid up to the following limits. The itemized hotel bill obtained at checkout is required for reimbursement of hotel costs. Hotel costs will be reimbursed up to the federal per diem rate for specific destinations listed at www.gsa.gov or \$85 per night for non-listed locations. Exceptions may be made for state and regional conferences, academies, and major seminars where the host hotel rate exceeds the allowable rate. A conference brochure (with stated host hotel rates) should be attached to the Completed Trip Report when requesting a reimbursement exceeding the allowable rate. Travel funded by grants is strictly limited without exception for conference hotel rates.

Actual cost of meals purchased will be reimbursed up to the federal per diem rates for specific destinations published at www.gsa.gov (or \$46 per day for non listed locations). Meals are paid only in connection with travel that involves an overnight stay; however, when a "day trip" requiring out of town travel extends beyond the normal work day and ends after 7:00 pm, actual cost of the evening meal may be reimbursed (limited to ½ the prescribed daily limit). Reimbursement for meals on the first and last day of travel will be limited to 75% of the daily limit amounts.

Health and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. Employee contributions are an eligible cafeteria plan benefit and may be deducted on a pre-tax basis. The District's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include:

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

TRS retirees who are enrolled in TRS-Care (the retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The health insurance plan year is September 1 through August 31. Current employees can make changes in their insurance coverage during the TRS open enrollment period each year. New employees must enroll within the first 30 days of employment.

Detailed descriptions of plan options, benefits, prices, eligibility requirements, network providers, prescription drug services, and other information are available from the following:

- TRS website at http://www.trs.state.tx.us/global.jsp?page_id=/TRS_activecare/plans or by calling 1-866-355-5999
- SAISD website at www.saisd.org (under Employment>Payroll Information>Employee Health Plan) or by calling the SAISD Payroll & Benefits Office at 947-3700 x788.

The District is committed to protecting the privacy and security of all private health information created or received in relation to employees and their families under the District's group health plan. A notice of privacy practices is available on the District's website or from the Payroll & Benefits Office.

Supplemental Insurance Benefits and Qualified Investment Products

Policies CRD, CRG

At their own expense, employees may enroll in supplemental insurance programs such as: disability, cancer, heart/stroke, dental, vision, and life. Premiums are payroll deducted.

Without exception, all employees are allowed to participate in the District's qualified investment program. Employees may enter into salary reduction agreements for qualified investment products as approved by the Internal Revenue Service, such as 403(b)/403(b)(7), Roth 403(b) and 457 plans. Employees may call the Payroll & Benefits Office at 947-3700 x788 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., health, cancer, heart and stroke, dental, vision). A third-party administrator handles employee claims made on these accounts.

New employees must contact the District's third party administrator to 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.

Flexible Spending Accounts

Employees may be eligible to participate in flexible spending accounts, including medical reimbursement and dependent care reimbursement accounts. These accounts enable eligible employees to save tax dollars on eligible medical expenses and/or dependent care. The amount selected by the employee is deducted from the employee's paycheck before taxes are deducted. Under IRS regulations this election is locked in for the plan year and cannot be changed during that time. A third-party administrator manages the accounts for reimbursement to the employee.

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

Workers' Compensation Insurance

Policy CRE

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related injury or illness. The District has workers' compensation coverage from Texas Workers' Compensation Solutions. 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 shall be reported immediately to the employee's supervisor and then to the Payroll & Benefits Office at 947-3838 x788. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. For information on use of paid leave for such absences contact the Payroll & Benefits Office at 947-3700 x788.

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 Human Resources Department at 947-3700 x776 or Texas Workforce Solutions at 1-800-939-6631.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days in a school 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 planning to retire should notify the Human Resources Department. Additional inquiries may be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701, or call 800-223-8778. Information is also available at www.trs.texas.gov.

Other Benefit Programs

Nonresident District Employees – Children of nonresident District employees attend tuition free.

Athletic Events Admission – District employees may enter, free of charge, any regular season athletic contest involving SAISD teams by wearing their employee identification badge. This picture ID badge admits only District employees and does not include anyone that accompanies them. This opportunity is limited to regular season competition and does not apply to: post-season competition, Angelo State University events, or competitions involving teams from other schools or communities that may play in San Angelo.

Employee Discount Program – SAISD offers an Employee Discount Program based on agreements with local vendors. The discounts are listed on the District’s website at www.saisd.org, in the *Employment* section of the home page. Employees may browse the list and check back from time to time for the latest discounts available. In most cases, employees simply show their employee ID badge at the business to receive the discount. Local businesses may join the discount program at any time during the year by completing the required information located in the *Join Us* section of the program description.

A summary of employee benefits is included in the Appendix of this handbook.

Leaves and Absences

Policy DEC, DECA, DECB

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leave of absence. Employees who are absent or expect to be absent for an extended period of more than three days must call the Payroll & Benefits Office at 947-3700 x 788 for information about leave benefits, continuation of insurance, and requirements for communicating with the District.

Excessive absences is a reason for nonrenewal or termination of a contract or termination of an at-will employee. *Excessive* means absences that are not in compliance with policies and procedures for taking available local, state, or federal leave.

For purposes of leave, an employee who works 30 hours or more per week are considered full time. Leave used is recorded in increments of ½ days for exempt employees. For non-exempt employees, leave used is recorded in ¼ hour increments. Employees whose positions are provided a substitute are charged leave as used, even if a substitute is not employed. Employees may elect the order in which they use leave. The reason for the absence must meet the criteria of the leave elected. Employees must complete a Leave Report when absent. The election is made on the Leave Report and may not be changed after the report is submitted. If employees do not elect the type leave they wish to use or if the leave they elect does not have a sufficient balance for the absence, the District will apply leave in the following order as applicable:

1. State sick leave accumulated prior to the 1995-1996 school year
2. Local sick leave
3. State personal leave
4. Local personal leave for professional employees only (deduction of \$60 per day)

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

Leave Proration – If an employee separates from employment with the District before his/her last day of the year, or begins employment after the first duty day, state personal leave and local leave shall 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: (1) the amount of state personal leave the employee used beyond his/her pro rata entitlement for the school year; and (2) the amount of local leave the employee used but had not earned as of the date of separation. If an employee uses more local leave than he/she earned and remains employed with the District through his/her last duty day, the District shall deduct the cost of the excess leave days from the employee's pay.

Medical Certification – Any employee who is absent more than five 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 Generic 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 refrain from providing 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.

Under TRS-ActiveCare rules, an employee is no longer eligible for insurance through the District after six months of unpaid leave other than Family and Medical Leave. If an employee's unpaid leave extends for more than six months, the District will provide the employee with notice of COBRA rights. COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) is a continuation of plan coverage when coverage would otherwise end because of a life event known as a qualifying event. Qualified COBRA beneficiaries who elect continuation coverage must pay the entire cost of the coverage. For details regarding qualifying events or costs, employees should contact the Payroll & Benefits Office at 947-3700 x788.

State Personal Leave

State law entitles all employees to five days of paid personal leave per year. State 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. State personal leave may be used for two general purposes: nondiscretionary and discretionary. State personal leave is used only in ½ day increments for exempt employees and in ¼ hour increments for non-exempt employees, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

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

Discretionary – Leave taken at an employee’s discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request through AESOP or a written request on the District’s approved form to his or her supervisor or principal at least three days in advance of the anticipated absence. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor prior to approval of the leave. Discretionary leave is not allowed for instructionally related personnel the day before a school holiday or after a school holiday, state mandated testing days, and professional development days.

Local Sick Leave

Full time employees earn five equivalent workdays of local sick leave per school year at a rate of ½ workday for each 18 work days of employment, up to the five days annually. Local sick leave is available for use at the beginning of the employment year, accumulates without maximum, does not transfer to another district, and is 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 employee’s immediate family
- First year care following birth or adoption of a child
- Active military service

Immediate family is defined as:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son-in-law or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*
- Parent, stepparent, parent-in-law or other individual who stands *in loco parentis* to the employee
- Sibling, stepsibling, sibling-in-law
- Grandparent and grandchild
- Person residing in the employee’s household at the time of illness or death

Local sick leave is used only in ½ day increments for exempt employees and in ¼ hour increments for non-exempt employees, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers’ compensation benefits.

An employee shall not earn any local leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status. Paid leave may not be approved for more leave days than have been accumulated in prior years plus leave that is currently available. Any unapproved absence(s) beyond accumulated and available paid leave shall result in deductions from the employee’s pay.

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 is used only in ½ day increments for exempt employees and in ¼ hour increments for non-exempt employees, 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 is used for the following reasons only:

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

Local Personal Leave for Professional Employees

Professional full time employees earn a maximum of two local personal leave days per year. Local personal leave is earned at the rate of ½ day for each 40 work days per semester and does not accumulate and does not transfer to another district. A total of \$60 is deducted from the employee's paycheck for days absent. The use of local personal leave requires the approval of the employee's principal or immediate supervisor three days in advance of the anticipated absence.

Attendance Incentive

Full time regularly employed personnel are allowed to accumulate a maximum of 80 days state and local leave for compensation as an attendance incentive when leaving the District's employ subject to the following provisions. Only six days out of the number of allowable yearly state and local leave days may be accumulated for computation of compensation under this policy. Any used days of leave, other than days for religious absences, will be deducted from the total leave days accumulated for attendance incentive compensation. Compensation is made at full pay at the current daily rate for ½ the days accumulated. The leaving, full time regular employee must be eligible for full retirement benefits under the Teacher Retirement System of Texas without any reduction of benefits for early retirement (whether or not the person has chosen to retire) or have completed 25 years of continuous service in the District. Full-time regularly employed personnel who retire under TRS because of a certified disability are eligible to receive the attendance incentive regardless of the years of continuous service in the District. The attendance incentive is paid to a deceased employee's estate or survivor, provided the employee would have been eligible to receive it had the person left the District's employ.

Professional Growth Leave

Professional employees may be granted leave of absence without pay for professional growth in order to attend school for one full semester or longer. Requests must be presented in writing to the superintendent and approved at the discretion of the board. Requests must be made with adequate notice prior to the effective date so that a replacement can be secured, but in no case less than 30 days prior to the effective date. Priority will be granted for requests that would become effective at the beginning of annual contractual periods.

Employees granted a leave of absence for professional growth may be reinstated upon their return. The position will be determined as vacancies occur, and should be as nearly as possible commensurate with the training and experience of the employee. The same position cannot be reserved, but the employee will receive first priority for positions previously held as openings occur.

Employees on professional growth leave are not covered by the District's policies on leaves and absences. However, all benefits and leave days accumulated by the employee prior to the leave of absence for professional growth will be carried over if the employee resumes employment by the District immediately after completing the professional growth leave.

Temporary Disability Leave

Certified employees – Any full-time employee whose position requires certification from the State Board for Educator Certification 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 submit a request in writing to the superintendent for approval of temporary disability leave. An employee's written 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 indicating the date the leave is requested to begin 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/she has the right to request a hearing before the board. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, he/she should notify the Payroll & Benefits Office at least 30 days in advance. The 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.

Family and Medical Leave (Family & Medical Leave Act) – General Provisions

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

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

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son/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.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember 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 servicemembers and veterans are distinct from the FMLA definition of “serious health condition”.

Benefits and Protections – During family and medical leave, 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 family and medical leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of family and medical leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

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

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

Definition of Serious Health Condition – A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

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

Substitution of Paid Leave for Unpaid Leave – Employees may choose or employers may require use of accrued paid leave while taking FML. In order to use paid leave for FML, employees must comply with the 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 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for 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.

If at the expiration of FMLA leave the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums that were paid by the District during the leave.

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

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

Unlawful Acts by Employers – The FMLA makes it unlawful for any employer to:

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

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

The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights. *FMLA section 109 (29 U.S.C. § 2619) required FMLA 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 or www.wagehour.dol.gov

Local Family and Medical Leave Provisions

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

Use of paid leave – Family and medical leave runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absence due to a work related illness or injury. The District will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

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

Intermittent leave – When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child, or parent.
- An employee requires medical treatment for a serious illness.
- An employee is seriously ill and unable to work .
- An employee becomes a parent or has a foster child placed in his or her home.

District contact – Employees that require FML or have questions should contact the Payroll & Benefits Office at 947-3700 x788 for details on eligibility, requirements, and limitations.

Catastrophic Sick Leave Bank

The purpose of the catastrophic sick leave bank is to provide additional sick leave days to members of the bank, in the event of an unexpected, extended critical illness, surgery, or a temporary disability due to an injury. Detailed information regarding regulations, eligibility requirements, enrollment, and use of days is provided to employees in a separate booklet.

Eligible new employees who wish to become members of the bank must complete enrollment forms within the first 30 days of employment. An open enrollment period is offered each year, July through September, for eligible employees who did not enroll previously. Employees may contact the Payroll & Benefits Office at 947-3700 x788 for more information.

Neutral Absence Control

Except as provided by law, employees who have excessive absences equal to five workdays or more during one school year shall be subject to separation from employment due to unavailability for work. An absence that is not covered by any available leave and is not otherwise excused is considered an excessive absence. A workday, for purposes of this policy, is a day on which the employee is required to perform services for the District as determined by the employee’s work schedule set by the District.

A contract employee's failure to immediately return to work upon medical certification of the employee's ability to perform essential job functions, with or without accommodations, is considered good cause for termination or grounds for nonrenewal of the employment contract.

This neutral absence control policy shall be subject to any obligation the District may have to provide a reasonable accommodation under the ADA or similar law.

Assault Leave

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

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

Jury Duty

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

Other Court Appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances without a valid subpoena or jury duty summons will be deducted from the employee's leave balance or at the option of the employee may be taken as leave without pay. If no leave is available, pay will be docked. Employees may be required to submit documentation for court appearances.

Workers' Compensation Benefits

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or pre-illness wages. While an employee is receiving workers' compensation wage benefits, the District will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

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 State Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave for authorized training or duty orders. 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. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the period of time specified by law to the Human Resources Department. In most cases, the length of federal military service cannot exceed five years.

Continuation of health insurance – Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Contact the Payroll & Benefits Office at 947-3700 x788 for details.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at board meetings, in communications from the superintendent, on the District TV station, and through special events and activities. Recognition and appreciation activities also include teacher of the year, school business official certifications, student academic and athletic awards, and community recognitions.

District Communications

Throughout the school year, administrative offices and campuses publish newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. Information is also communicated through the District's website at www.saisd.org, Channel 4SAISD TV, and Twitter.

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly process that all employees must follow when bringing formal complaints and grievances. Employees are encouraged to discuss concerns or complaints with their supervisors or an appropriate administrator at any time. The District does not prohibit employees from communicating with a member of the Board regarding District operations, unless there is a pending hearing or appeal, at which time such communication would be inappropriate.

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 concerns or complaints to the board of trustees. For ease of reference, the District's policy concerning the process of bringing concerns or complaints and grievances is reprinted as follows or may be accessed from the District's website: www.saisd.org, click on *District* and *Board Policies*.

DGBA (LOCAL)

PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES

GUIDING PRINCIPLES

INFORMAL PROCESS – The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

DIRECT COMMUNICATION WITH BOARD MEMBERS – Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

FORMAL PROCESS – If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form. Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time. The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

NOTICE TO EMPLOYEES – The District shall inform employees of this policy.

FREEDOM FROM RETALIATION – Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

WHISTLEBLOWER COMPLAINTS – Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]

COMPLAINTS AGAINST SUPERVISORS – Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaints alleging a violation of law by the Superintendent may be made directly to the Board or designee.

COMPLAINTS – In this policy, the terms “complaint” and “grievance” shall have the same meaning. This policy shall apply to all employee complaints, except as provided below.

EXCEPTIONS – This policy shall not apply to:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). [See DIA]
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See DIA]
3. Complaints concerning retaliation relating to discrimination and harassment. [See DIA]
4. Complaints concerning instructional materials. [See EFA]
5. Complaints concerning a commissioned peace officer who is an employee of the District. [See CKE]
6. Complaints arising from the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code. [See DFBB]
7. Complaints arising from the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term. [See DFAA, DFBA, or DFCA, respectively]

GENERAL PROVISIONS

FILING – Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

RESPONSE – At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

DAYS – “Days” shall mean District business days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”

REPRESENTATIVE – “Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.

The employee may designate a representative through written notice to the District at any level of this process. If the employee designates a representative with fewer than three days’ notice to the District

before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

CONSOLIDATING COMPLAINTS – Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint. When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.

UNTIMELY FILINGS – All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeals shall be limited to the issue of timeliness.

COSTS INCURRED – Each party shall pay its own costs incurred in the course of the complaint.

COMPLAINT FORM – Complaints under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be re-filed with all the required information if the re-filing is within the designated time for filing a complaint.

AUDIO RECORDING – As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

LEVEL ONE – Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

The administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

LEVEL TWO – If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the employee at Level One and identified in the Level Two appeal notice. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

LEVEL THREE – If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board. The appeal notice must be

filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board. The Superintendent or designee shall provide the Board the record of the Level Two complaint. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the administration in reaching the Level Two decision.

If at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

- Recognize and respect the rights and property of students, parents, coworkers, 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. Violations of policies, procedures, 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 of Educator Certification, which all District employees must adhere to, is reprinted as follows:

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

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents 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 consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonable 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 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 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 reprinted below or may be accessed from the District's website: www.saisd.org, click on *District* and *Board Policies*.

DIA (LOCAL)

EMPLOYEE WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Note: *This policy addresses discrimination, harassment and retaliation involving District employees. In this policy, the term "employees" includes former employees and applicants for employment. For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.*

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

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

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

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

EXAMPLES – Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

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

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

EXAMPLES – Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

RETALIATION – The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

EXAMPLES – Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

PROHIBITED CONDUCT – In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING PROCEDURES – An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal. Alternatively, the employee may report the alleged acts to one of the District officials below.

DEFINITION OF DISTRICT OFFICIALS – For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX COORDINATOR – Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Shelly Hullihen, Assistant Superintendent of Educational Support Services
1621 University Avenue, San Angelo, TX 76904
(325) 947-3700 x 510

ADA / SECTION 504 COORDINATOR – Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to

comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973:

ADA – Stephanie Free, Executive Director of Special Programs
309 West Avenue M, San Angelo, TX 76904
(325) 657-4055

504 – Stacy Erwin, Supervisor of 504
1621 University Avenue, San Angelo, TX 76904
(325) 947-3838

SUPERINTENDENT – The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

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

TIMELY REPORTING – Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District’s ability to investigate and address the prohibited conduct. Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

INVESTIGATION OF THE REPORT – The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form. Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending. If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation. The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE INVESTIGATION – Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION – If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably

calculated to address the conduct. The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

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

APPEAL – A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA (LOCAL), beginning at the appropriate level. The complainant may have a right to file a complaint with appropriate state or federal agencies.

RECORDS RETENTION – Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

ACCESS TO POLICY – This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

Harassment of Students

Policies DH, DHB, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited, even if consensual. 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* and *Bullying* for additional information.

The District’s policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below or may be accessed from the District’s website at www.saisd.org, click on *District* and *Board Policies*.

DHB (LEGAL)

EMPLOYEE STANDARDS OF CONDUCT

REPORTS TO STATE BOARD OF EDUCATOR CERTIFICATION

SOLICITATION OF A ROMANTIC RELATIONSHIP

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

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
 - a. The nature of the communications;
 - b. The timing of the communications;
 - c. The extent of the communications;
 - d. Whether the communications were made openly or secretly;
 - e. The extent that the educator attempts to conceal the communications;
 - f. If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and
 - g. Any other evidence tending to show the context of the communications between educator and student.
 2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
 3. Making sexually demeaning comments to a student.
 4. Making comments about a student's potential sexual performance.
 5. Requesting details of a student's sexual history.
 6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
 7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
 8. Inappropriate hugging, kissing, or excessive touching.
 9. Providing the student with drugs or alcohol.
 10. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
 11. Any other acts tending to show that the educator solicited a romantic relationship with the student.
- 19 TAC 249.3(50)*

FFH (LOCAL)

STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Note: *This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. For provisions regarding bullying, see FFI.*

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

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

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

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

Prohibited harassment includes dating violence as defined by this policy.

EXAMPLES – Examples of prohibited harassment may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

SEXUAL HARASSMENT

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

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

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

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

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

EXAMPLES – Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

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

EXAMPLES – Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

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

RETALIATION – The District prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.

EXAMPLES – Examples of retaliation include threats, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances, such as negative comments that are justified by a student's performance in the classroom.

PROHIBITED CONDUCT – In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING PROCEDURES – Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. Alternatively, a student may report prohibited conduct directly to one of the District officials below:

DEFINITION OF DISTRICT OFFICIALS – For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX COORDINATOR – Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Shelly Hullihen, Assistant Superintendent of Educational Support Services
1621 University Avenue, San Angelo, TX 76904
(325) 947-3700 x510

ADA/SECTION 504 COORDINATOR – Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following employees to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973, as amended:

ADA – Stephanie Free, Executive Director of Special Programs
309 West Avenue M, San Angelo, TX 76904
(325) 657-4055

504 – Stacy Erwin, Supervisor of 504
309 West Avenue M, San Angelo, TX 76904
(325) 657-4055

SUPERINTENDENT – The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

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

TIMELY REPORTING – Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District’s ability to investigate and address the prohibited conduct.

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

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

INVESTIGATION OF THE REPORT – The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form. Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending. The District may, however, allow up to seven days delay in investigations in the event of conflicts with law enforcement investigations. The student or parent shall be informed if extenuating circumstances delay the investigation. If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation. The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

CONCLUDING THE INVESTIGATION – Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION – If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct. The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

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

APPEAL – A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

RECORDS RETENTION – Retention of records shall be in accordance with FB (LOCAL) and CPC (LOCAL).

ACCESS TO POLICY – Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District’s administrative offices.

Reporting Suspected Child Abuse

Policies DG, DH, DHB, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

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

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child or disabled person.

To report suspected child abuse or neglect, call the toll-free phone number of the Texas Department of Protective and Regulatory Services' Abuse Hotline at 800-252-5400 or electronically report at: <http://www.txabusehotline.org>. 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. 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 make the required report may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report may result in disciplinary procedures by the State Board for Educator Certification 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 principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies.

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

Sexual Abuse and Maltreatment of Children

The District has established a plan for addressing sexual abuse and other maltreatment of children. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services. 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 are monitored 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, including termination of employment. The Acceptable Use Policy is given to employees upon hire and annually thereafter. Employees must sign the Agreement associated with the policy before they are allowed access to the District's network and electronic communications system. *The full text of the Technology Responsible Use Guidelines may be viewed on the District's website and is included in the Appendix of this handbook.*

Personal Use of Electronic Media

Policy CQ, DH

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, Instagram, Twitter, LinkedIn). Electronic media also includes all forms of telecommunications 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 are 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 violates state or federal law or District policy, or 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.

Use of Electronic Media with Students

Policy DH

An employee may use electronic media to communicate with a student within the scope of the professional responsibilities of his or her job (e.g., for classroom teachers, matters relating to class work, homework, or tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity). All other employees shall be prohibited from using electronic media to communicate directly with students who are currently enrolled in the District unless:

- A family relationship exists between the employee and student (i.e., relation by blood or marriage); or
- A social relationship exists between the employee and the student consistent with state law, the *Texas Educators' Code of Ethics*.

Employee communication with a student by electronic media shall remain subject to all applicable federal and state laws and Board policies, regardless of the relationship existing between the employee and the student that permits the communication. An employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media.

Telephone Use

San Angelo ISD is committed to high standards in the workplace requiring the focus of all employees on contributing positively to the education of students. To maintain these high standards, the use of personal electronic communications devices (cellular phones and pagers) may not interfere with an employee's performance of job responsibilities. Personal cellular phones may be used for school business calls, including parent contacts only during planning periods and other off-duty times during the work day. Instructional personnel may not make or receive personal calls during class periods.

The District's telephone system is primarily for District business. Limited personal use of the system is permitted if the use:

- imposes no tangible cost to the District,
- does not unduly burden the District,
- has no adverse effect on job performance or on a student's academic performance

Copyrighted Materials

Policy CY

Employees must 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.

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 the State Board for Educator Certification with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions

Policy DH

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

- 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 defined in Chapter 481 of the Health and Safety Code
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code

The District is authorized to and will periodically obtain updated criminal history information regarding current employees. If an educator is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

Alcohol-Free and Drug-Free Environment

Policies DH, DI

San Angelo ISD is committed to maintaining an alcohol-free and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace or 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 terminated. All District employees are also required to be law abiding citizens and may be dismissed or otherwise disciplined for illegal activities outside the workplace. The District's policy regarding employee drug use follows or may be accessed from the District's website: www.saisd.org, click on *District* and *Board Policies*.

DH (LOCAL)

ALCOHOL AND DRUGS

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

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

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

Exceptions – An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee’s personal use shall not be considered to have violated this policy.

DI (LOCAL) DRUG-FREE AWARENESS PROGRAM

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

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

DI (LOCAL) EMPLOYEE RESPONSIBILITY

All fees or charges associated with drug/alcohol abuse counseling or rehabilitation shall be the responsibility of the employee.

DI (EXHIBIT) DRUG-FREE WORKPLACE NOTICE

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 DH (LOCAL).

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

Tobacco Products and E-Cigarette Use

Policies DH, GKA, FNCD

State law prohibits smoking, using tobacco products, e-cigarettes, and any other electronic vaporizing device on all District-owned property and at school-related or school-sanctioned activities, on or off District 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, e-cigarettes or any other electronic vaporizing device while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all buildings.

Appropriate Dress

Policy DH

The dress and grooming of employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by supervisors.

Fraud and Financial Impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the District's financial resources. The District prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the District.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other District assets, including employee time.
- Impropriety in the handling of money or reporting of District financial transactions.
- Profiteering as a result of insider knowledge of District information or activities.
- Unauthorized disclosure of confidential or proprietary information to outside parties.
- Unauthorized disclosure of investment activities engaged in or contemplated by the District.
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy.
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
- Failure to provide financial records required by federal, state or local entities.
- Failure to disclose conflicts of interest as required by law or District policy.
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for federal and state awards.
- Any other dishonest act regarding the finances of the District.

The District has implemented administrative systems to diminish the risk of fraud (e.g., the S.A.F.E. Manual). In accordance with audit requirements the District has in place a reporting system to promote prompt reporting of suspected fraud to appropriate levels of internal management.

If you suspect fraud or financial impropriety within the District, you should report your suspicions using the reporting form on the District's website. You may access the form at www.saisd.org, under the *Community* section or by clicking this link

<http://www.saisd.org/District/fraudReporting/index.asp> . In completing the report, your contact information is optional, but if submitted shall be treated as confidential to the extent permitted by law.

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
- Nonschool employment

Employees in a position to make recommendations on the District's contracting for goods and services or sales or purchase of real estate are held to the same requirements for disclosing a substantial interest in a business or in real estate as trustees are. Disclosure is accomplished by filing an affidavit and not participating in any discussions or recommendations related to the contract or real estate. (See policy BBFA for definitions of "substantial interest.") For additional information, contact the Human Resources Department.

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.

Associations and Political Activities

Policy DGA

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

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

Charitable Contributions

Policy DG

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

Safety

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.

Employees with questions or concerns relating to safety programs and issues may contact the Safety and Compliance Office at 947-3700 x500.

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, illegal knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisor or call 911 immediately.

Identification Badges

Every employee is required to wear an identification badge while at work. ID badges are available during regular business hours at the reception desk at the Administration Building. If an employee loses or damages the badge and needs a new one, the first replacement badge is provided at no cost. Employees are required to pay \$1 for subsequent badges.

Employee Identification Numbers

All employees will be assigned a system-generated unique identification number upon employment. This number will be used as the primary source of identification on most employee documents. It is the responsibility of the employee to safeguard this number and use it in lieu of the Social Security number where applicable.

The employee's Social Security number may continue to be used by the District where necessary, and on documents where required (i.e. IRS W-2 form, health plan enrollment form).

Employees are given a network login, email address, and access to various programs and resources.

- Your network login is your employee ID number (ex: 123456).
- Your email address is your firstname.lastname@saisd.org.
- When the account is created, your default password is emailed to the campus principal and secretary for campus staff or the department head and secretary for auxiliary staff.

If you need technical assistance, you may contact the Help Desk at 657-4000 or helpdesk@saisd.org.

Visitors in the Workplace

Policy GKC

All visitors must enter any District facility through the main entrance and report to the building's main office. Campus visitors must be processed through the electronic check-in system. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct the individual to the main office or contact the administrator in charge.

Asbestos Management Plan

Policy CKA

The District is committed to providing a safe environment for employees, students and visitors, and has an Asbestos Management Plan for each facility within the District as required by the Texas Department of Health. A copy of the plan is in the administrative office at each site and in the Safety and Compliance office, and is available for review during regular business hours.

Pest Control Treatment

Policies DI, CLB

The District is committed to utilizing established Integrated Pest Management Procedures as required by the Texas Structural Pest Control Board and the Environmental Protection Agency regulations. These procedures include non-chemical management strategies but if necessary a method of least-toxic chemical control will be utilized. Appropriate postings and notifications are provided to communicate the pending applications. Notices are generally located in the main office of the campus/site. In addition, individual employees may request in writing to be notified of pesticide applications. Only persons who are licensed pest applicators and have completed training in pesticide application and pest control are permitted to apply and store chemicals on District property. In addition, the District has adopted the strategies and procedures of the Texas Structural Pest Control Board and has developed a detailed plan outlining thresholds, monitoring, and corrective action as deemed necessary. Copies of the plan are maintained in the Superintendent's office and in the Integrated Pest Management Coordinator's office.

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 District's website at www.saisd.org, post a crawling message at the bottom of the Suddenlink Channel 4 screen, and notify the following radio and television stations:

Television

SAISD Suddenlink Channel 4
KLST Suddenlink Channel 5
KSAN Suddenlink Channel 3
KIDY Suddenlink Channel 10
KLST Dish Channel 8
KSAN Dish Channel 3
KLST Sterling Channel 4
KSAN Sterling Channel 3

Radio

KDCD 92.9 FM
KELI 98.7 FM
KGKL 97.5 FM or 960 AM
KIXY 94.7 FM
KCCN 103.1 FM
KKSA 1260 AM
KMDX 106.1 FM
KNRX 96.5 FM
KSJT 107.5 FM
KWFR 101.9 FM
KCLL 100.1 FM

Information about changes to the school day schedule will also be posted to Facebook, Nixle, and Twitter. To follow SAISD on Facebook, Nixle or Twitter, please visit the *Community* section of the District's website.

Emergencies

Policies CKC, CKD

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

Name and Address Changes

It is important that employment records are current. Employees must update their address, telephone numbers and emergency contact information in the Employee Access Center. If an employee has a change in name or beneficiary, the employee is to notify the Human Resources Department at 947-3700 x776. Employees with certifications issued by the SBEC are also required to maintain current name and address information with SBEC.

Updating Credentials and Renewing Certifications

Policy DBA

All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year must file the documents with the District by submitting them to the Human Resources Department. Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours, maintaining appropriate documentation, and renewing the certification with SBEC.

Personnel Records

Policy DBA, GBA

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

- address
- phone number, including personal cell phone number
- personal e-mail address
- emergency contact information
- information that reveals whether they have family members

The employee should review and update this information for accuracy through the Employee Access Center, at least annually and more often if needed. The employee should electronically elect to allow the information to be released or withheld. New or terminated employees have 14 days after hire or termination to make this election in the Employee Access Center or submit a written request to the Human Resources Department. Otherwise, personal information will be released to the public.

Building Use

Policies DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures. The Athletic Department is responsible for scheduling the use of facilities after school hours. Contact the Athletic Department at 947-3700 x711 to request to use school facilities and to obtain information on the fees charged.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Purchasing Department through the District's electronic requisition process with the appropriate electronic approvals. No purchases, charges, or commitments to buy goods or services for the District can be made without a Purchase Order number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Contact the Purchasing Department at 947-3700 x 758 for information.

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

The 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 under *Employee Arrests and Convictions*.

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

Dismissal or Nonrenewal of Contract Employees

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

Employees on probationary or term contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary contract can be terminated at the end of the contract term and those on 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 will 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 nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the time lines and procedures are in the DF series policies located in each campus and department office, in the Human Resources Department, and at www.saisd.org.

Dismissal of Noncontract Employees

Policy DCD

Noncontract employees are employed at-will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing, but will not be dismissed 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. Noncontract employees have the right to grieve the termination (see policy DGBA). The dismissed employee must follow the District process when pursuing the grievance.

Exit Interviews and Procedures

Policies DC and CY

Exit interviews are scheduled for all employees leaving the District. Information about the employee's final paycheck, continuation of benefits, TRS contribution, and release of information is 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 their employment experience.

All District keys, books, equipment, uniforms, and property including intellectual property must be returned upon separation from employment.

Reports to the Texas Education Agency

Policy DF

The Superintendent will report the dismissal of a certified employee to the Division of Investigations at TEA whenever the termination is based on evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- 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 superintendent is also required to notify TEA when a certified employee resigns and there is evidence the educator engaged in the conduct listed above.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction 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 to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

SAISD 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 should be directed to the following by calling 947-3700:

Shelly Hullihen, Title IX Coordinator – shelly.hullihen@saisd.org – regarding alleged discrimination against students on the basis of sex, including sexual harassment

Stephanie Free, ADA Coordinator – stephanie.free@saisd.org – regarding discrimination on the basis of a disability

Stacy Erwin, Supervisor of 504 – stacy.erwin@saisd.org – regarding discrimination on the basis of disability related to Section 504

Office of the Superintendent – carl.dethloff@saisd.org – all other questions or concerns relating to discrimination based on any other reasons

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 wanting to review student records should be directed to the principal.

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. Principals or staff in the superintendent's office can provide 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 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. Once all administrative complaint procedures are exhausted, parents and students can bring complaints to the board of trustees, in accordance with the terms of the policy.

Administering Medication to Students

Policy FFAC

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen®), and medication for diabetes management, if the medication is self-administered in accordance with District policy and procedures. A student who must take medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

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-altering 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

The board-approved Student Code of Conduct contains all the rules and requirements for conduct and discipline. Teachers receive a copy of the Student Code of Conduct and must be familiar with the rules of conduct. Each employee has the responsibility to be mindful of student conduct at all times and to intervene if students are harming each other or school property. In other situations, if an employee observes student misconduct, the employee must promptly inform the principal or assistant principal. In most circumstances, only professional employees will actually impose or administer disciplinary consequences. Employees can use reasonable restraint of students to

prevent injury to the student or other students or employees, or to prevent property damage. However, students with disabilities can be restrained only in emergency situations.

Classroom teachers have the authority and responsibility to develop and communicate rules for classroom behavior. The District expects employees to handle minor disturbances in the classroom through these rules. However, if a student engages in classroom conduct that violates the Student Code of Conduct, the employee must complete a discipline referral form and send the student to the office.

Any employee who observes students acting in any way that could be construed as harassment or bullying under the Student Code of Conduct must promptly report the conduct to the principal or assistant principal and should intervene to correct or stop the conduct when possible. If you reasonably believe the conduct is sexual abuse of a child, then you must also make the required report to Child Protective Services or local law enforcement.

Classroom teachers must not leave students unattended at any time. This rule is particularly important at the elementary grades, but also applies at the secondary grades. If you must leave your classroom during instruction because of an emergency, inform the office so that arrangements can be made to have an adult present in the classroom while you are gone.

The District's Student-Parent Handbook and Student Code of Conduct are on the District's website at <http://www.saisd.org/Departments/StudentServices/index.asp>.

Texas Education Code Chapter 37, Subchapter A addresses student discipline laws and can be accessed on the TEA website at <http://www.tea.state.tx.us>. Employees should review the student discipline laws by accessing this site. The law may be printed or provided in paper form by the Pupil Services Department. Questions related to student discipline should be directed to the campus administrator or the Pupil Services Department at 947-3700 x170.

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 principal for additional information.

Bullying

Policy FFI

All employees are required to report student complaints of bullying to the principal. The District's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below or may be accessed from the District's website: www.saisd.org, click on *District* then *Board Policies*.

FFI (LOCAL)

STUDENT WELFARE: FREEDOM FROM BULLYING

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

BULLYING PROHIBITED – The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

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

Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or
Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

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

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

RETALIATION – The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

EXAMPLES – Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIM – A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

TIMELY REPORTING – Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District’s ability to investigate and address the prohibited conduct.

REPORTING PROCEDURES

STUDENT REPORT – To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

EMPLOYEE REPORT – Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

REPORT FORMAT – A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

PROHIBITED CONDUCT – The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

INVESTIGATION OF REPORT – The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

CONCLUDING THE INVESTIGATION – Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

NOTICE TO PARENTS – If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

DISTRICT ACTION

BULLYING – If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District’s Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

DISCIPLINE – A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

CORRECTIVE ACTION – Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District’s policy against bullying.

TRANSFERS – The principal or designee shall refer to FDB for transfer provisions.

COUNSELING – The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

IMPROPER CONDUCT – If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

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

APPEAL – A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level.

RECORDS RETENTION – Retention of records shall be in accordance with CPC (LOCAL).

ACCESS TO POLICY AND PROCEDURES – This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District’s Web site, to the extent practicable, and shall be readily available at each campus and the District’s administrative offices.

Hazing

Policy FNCC

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

Appendix

District Policies (Legal and Local)

District policies may be accessed at: <http://pol.tasb.org/Home/Index/1139> . Employees should be familiar with the policies listed.

Policy Code	Topic
<i>District Goals & Planning</i>	
AE	Educational philosophy
BQ series	Planning and decision making process
<i>Instruction & Students</i>	
EFA	Instructional resources and materials
EHBAF	Special education – video/audio monitoring
EIA	Grading progress reports to parents
EIE	Retention and promotion
FB series	Equal education opportunity
FE series	Student attendance
FFAC	Wellness and health services – medical treatment
FFAD	Wellness and health services – communicable diseases
FFAF	Wellness and health services – care plans for students at risk for anaphylaxis
FFG	Mandated reporting of child abuse and neglect
FFH	Freedom from discrimination, harassment and retaliation
FFI	Freedom from bullying
FL	Student records
FN series	Student rights and responsibilities
FO series	Student discipline
GRA	Interaction of police and child protective services w/ students on campus
<i>Personnel</i>	
CAA	Financial ethics
CB	Conflicts of interest
CK series	Safety programs and risk management
CQ	Technology resources
CRD	Health and life insurance
CY	Intellectual property and copyright
DA series	Equal employment opportunity and genetic nondiscrimination
DBAA	Criminal history and credit reports
DBD	Conflict of interest
DC series	Employment practices: contractual and at-will employment
DEA series	Compensation and benefits
DEC series	Leaves and absences, family and medical leave and military leave
DEE	Requirements for expense reimbursement
DF series	Termination of employment
DG	Employee rights and privileges
DGBA	Employee complaints and grievances
DH	Employee standards of conduct
DHB	Reports to State Board of Educator Certification
DHE	Searches and alcohol/drug testing
DI	Drug-free workplace
DIA	Freedom from discrimination, harassment and retaliation
DK	Assignment and schedules
DMD	Professional meetings and visitations
DN series	Performance appraisal
GBA series	Public information
GBBA	News media relations and communications during a crisis
GKD series	Non-school use of school facilities and distribution of non-school literature

If a series is indicated, review all policy codes that begin with the two or three letters shown.

SAISD Campuses & Other Sites
All Zip Codes 769xx

Central High School
Bill Waters
655 Caddo Street -01
659-3400

Lake View High School
Monte Althaus
900 East 43rd Street -03
659-3500

Central Freshman Campus
Tim Reid
218 North Oakes Street -03
659-3576

Glenn Middle School
Michael Kalnbach
2201 University Avenue -04
947-3841

Lee Middle School
Rikke Black
2500 Sherwood Way -01
947-3871

Lincoln Middle School
Ginger Luther
255 Lake View Heroes Drive -03
659-3550

Alta Loma Elementary
Karen Clark
1700 North Garfield 01
947-3914

Austin Elementary
Blanca Casillas
700 North Van Buren -01
659-3636

Belaire Elementary
Lindsay Carr
700 Stephens -05
659-3639

Bonham Elementary
Heidi Wierzowiecki
4630 Southland Blvd. -04
947-3917

Bowie Elementary
Cindy Lee
3700 Forest Trail -04
947-3921

Bradford Elementary
Bertha Carrasco
2302 Bradford Street -03
659-3645

Crockett Elementary
Clayton Hubbard
2104 Johnson -04
947-3925

Fannin Elementary
David Danner
1702 Wilson -01
947-3930

Fort Concho Elementary
Lori Barton
310 East Washington -03
659-3654

Glenmore Elementary
Misty Zesch
323 Penrose -03
659-3657

Goliad Elementary
Zach Ramirez
3902 Goliad -03
659-3660

Holiman Elementary
Dr. Jason Skelton
1900 Ricks Drive -05
659-3663

Lamar Elementary
Sharon Lane
3444 School House Road -04
947-3900

McGill Elementary
Dr. John Rueter
201 Millspaugh -01
947-3934

Reagan Elementary
Christy Diego
1600 Volney -03
659-3666

San Jacinto Elementary
Kimberly Spurgers
800 Spaulding -03
659-3675

Santa Rita Elementary
Kay Scott
615 South Madison -01
659-3672

Administration
1621 University Ave -04
947-3700

Carver Learning Center
Jennifer Crutchfield
301 West 9th Street -03
659-3648

PAYS
Evangelina Perez
Claudia Becerra
1820 Knickerbocker Rd -04
947-3912

Head Start
Raquel Taunton
1621 University Ave -04
947-3700

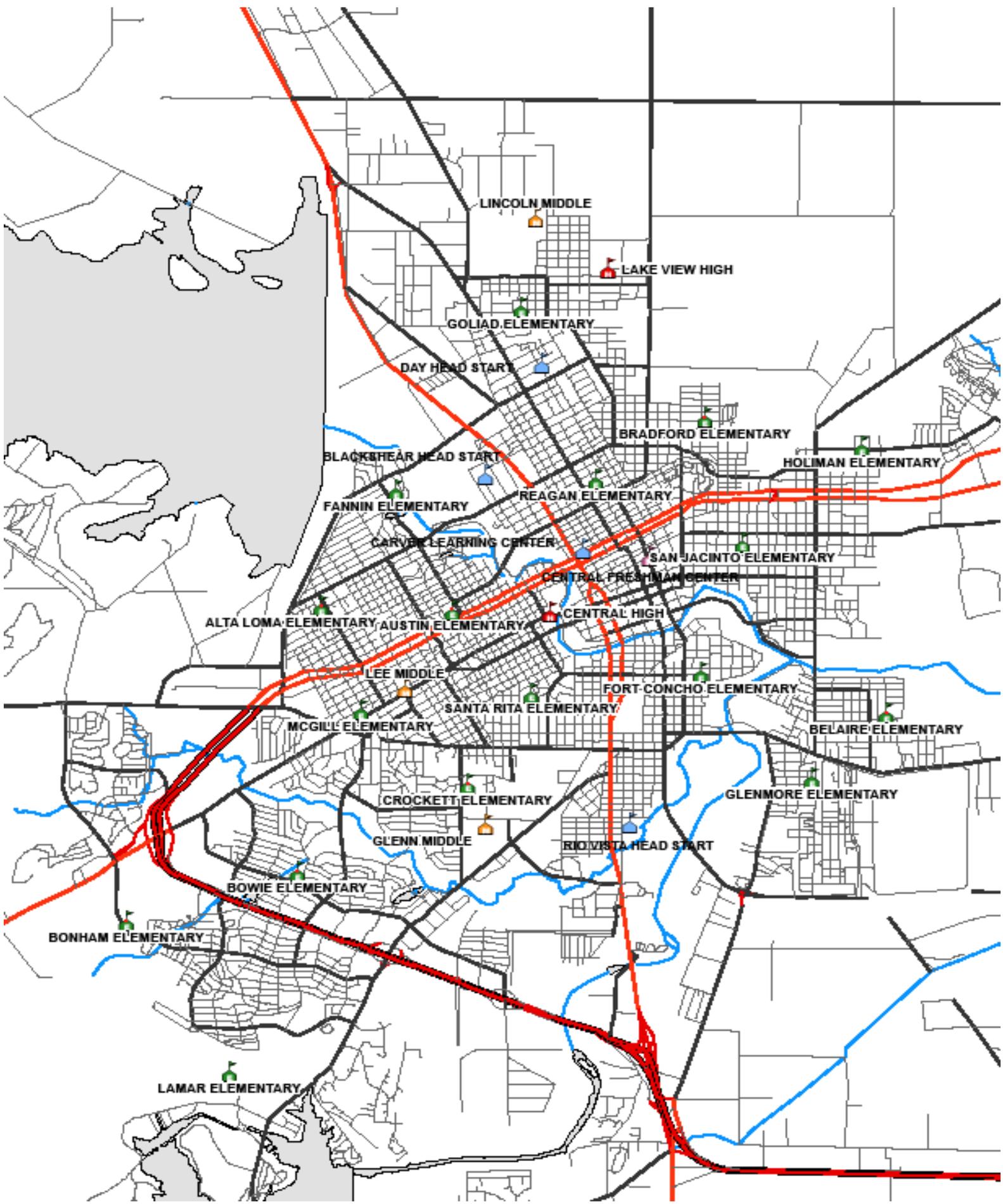
Special Programs
Stephanie Free
309 West Avenue M -03
659-4055

Child Nutrition
Kim Carter
305 Baker Street -03
659-3615

Maintenance
Jim Elson
100 Paint Rock Road -03
659-3621

Technology
Charlyn Doyle
515 Caddo Street -01
657-4002

Transportation
Roger Garcia
1725 Saint Ann -05
659-3608





Timekeeping Procedures

San Angelo ISD's electronic timekeeping program, TimeClock Plus, is the official system for recording hours worked by all non-exempt employees.

Initial Set-up

The Human Resources Department enters information for new employees in Finance Plus, assigns employee identification numbers, and issues employee identification badges. The Data Processing staff adds current active employees in TimeClock Plus, as needed. The Business Support Services Department enters and maintains information on individuals that have been assigned and authorized as Coordinators and Administrators in TimeClock Plus.

Employee Responsibilities

Employees are responsible for:

- 1) Accurately clocking in and clocking out of TimeClock Plus each scheduled work time by utilizing a computer or a District time clock. Note: Failure to appropriately clock in or clock out may result in an incorrect or delayed paycheck, and disciplinary action, including termination of employment.
- 2) Verifying the accuracy of their time records at the end of each month by signing their time report. (See *Time Report* below.)
- 3) Monitoring their available leave and compensatory time balances.

Clocking In

Employees are expected to report to work according to their assigned schedule. Unless prior approval has been granted, employees shall not clock in earlier than 7 minutes before the scheduled start time. Employees clocking in 8 minutes or later after their scheduled start time shall be recorded as late. Failure to appropriately clock in at the beginning of the assigned work schedule or after any break throughout the day (e.g., lunch break) is recorded as a *missed in punch*.

Clocking Out

Employees shall clock out at the end of the scheduled work time and at any time during the day in which the employee is not on duty (e.g., scheduled lunch break, leaving the work place for personal reasons, medical appointments, etc.). If the employee does not have a duty free lunch break and has approval to work during a scheduled lunch break, the employee does not clock out. Failure to clock out is recorded as a *missed out punch*. Clocking out 8 or more minutes before the scheduled end time is recorded as *leaving early*. Employees are responsible for immediately notifying the Coordinator or Administrator of any missed punches.

Time Report

Employees are responsible for knowing their available leave and compensatory time balances. Leave balances as of the prior pay date are available in the Employee Access Center in the Leave Information section. If the Coordinator, Administrator, or a payroll staff member determines that a time report revision is necessary, the employee must approve the revision prior to it being completed. However, if an employee does not record a 40 hour work week or an absence is recorded and the employee has no available leave or compensatory time available, the employee's pay will be docked.

Work Week Close Out

The District's work week is 12:01 am Monday through midnight Sunday. Employees are responsible for verifying their time records and should report any discrepancies or concerns to the Coordinator or Administrator prior to signing their timesheet.

Coordinator Responsibilities

Coordinators are responsible for:

- 1) Training their respective employees on the use of TimeClock Plus.
- 2) Accurately processing time edits and entering leave.
 - a. If an employee's time record requires editing, the Coordinator notes the reason for the edit. A notation is not required when entering leave or vacation.
 - b. An employee's actual time worked must be recorded and shall not be adjusted up or down.
 - c. If an employee works more than 40 hours in a work week, the additional hours must be designated as compensatory time or paid time. If paid time, a budget code must be provided.
 - d. If an employee works more than 40 hours in a work week, include a shift note stating the activity.
- 3) Providing individual approval for employee's time on a weekly basis in TimeClock Plus for the purpose of "closing out" weeks.
- 4) Obtaining employee signatures, completing and submitting time reports according to Payroll Calendars and any other deadlines outlined by the Payroll & Benefits Office.
- 5) Notifying the Administrator immediately if problems occur or if procedures are not followed.
- 6) Informing the Payroll & Benefits Office when an employee consistently fails to follow procedures.

Note – To avoid any delays in reporting time or issuing pay, Coordinators and Administrators should review, edit and record leave prior to the deadline for closing the week. If an employee is unavailable to sign the time report, the Coordinator notes the following: "Original time report with employee signature will be submitted upon return to work" and submits the time report to the Payroll & Benefits Office. Upon the employee's return to work, the employee signs the time report and the Coordinator notes the following: "Time report with signature, copy previously submitted" and submits the signed time report to the Payroll & Benefits Office. Late and/or incorrect submissions will be noted and tracked for potential disciplinary action.

Time Report Due Dates

Time reports are due and submitted to the Payroll & Benefits Office according to the Monthly and Semi-Monthly Payroll Calendars. Payroll calendars are posted on the District website under **Faculty and Staff** quick links.

Back-Up Coordinator

Administrators must designate an individual to serve in the absence of the Coordinator. When necessary, the Back-Up Coordinator will perform the duties of the Coordinator and ensure procedures are followed and all reporting is timely. ***Under no circumstances shall Coordinators assume the role of Administrator or make revisions to their own time record in TimeClock Plus.***

Administrator Responsibilities

Administrators are responsible for:

- 1) Designating a Coordinator and Back-Up Coordinator.
- 2) Ensuring that employees are trained in the use of TimeClock Plus, understand the timekeeping process, and abide by the District's policies and procedures.
- 3) Approving employees' time on a weekly basis for the purpose of closing out weeks according to the Payroll & Benefits Office schedule.
- 4) Ensuring the accuracy of the time records, edits, notations, and leave designations by reviewing hours worked by day and total hours for the work week.
- 5) Entering and processing edits and leave for the Coordinator's time.
- 6) Signing employees' time reports and ensuring accurate and timely submission.

Note – Administrators must closely review employee time reports.

- An employee's actual time worked shall not be adjusted up or down. The actual time worked must be accurately recorded.
- If an employee works more than 40 hours in a work week, a shift note must be included and the additional hours must be designated as compensatory time or paid time. If paid time, a budget code must be provided.
- Any changes to a time report should be entered electronically in TimeClock Plus and a revised time report shall be signed and dated by the employee.

Back-Up Administrator

Administrators designate an individual to serve as a Back-Up Administrator in their absence, to perform the duties of the Administrator and to ensure procedures are followed and all reporting is timely.

Other Information

Overtime Compensation

The District compensates overtime for employees in non-exempt positions in accordance with federal wage and hour laws. Overtime is legally defined as all hours worked in excess of 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. Non-exempt employees are not authorized to work beyond their normal work schedule without prior approval from their supervisor.

Non-exempt employees that are paid on an annualized basis are paid for a 40 hour work week and do not earn additional pay or compensatory time unless their work week exceeds 40 hours.

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

- 1) Employees are allowed to accumulate a maximum of 60 hours of comp time. Comp time must be used in the duty year in which it is earned.
- 2) Use of comp time may be at the employee's request with supervisor approval as workload permits or at the supervisor's direction.
- 3) An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).

Information regarding overtime compensation is available in Board Policy DEA and in the Employee Handbook.

Docked Pay

Each work week stands alone. Employees may not be absent one week and make up the time in another week. When absent in any part of a work day or work week, employees must take approved available leave or comp time. With the supervisor's prior approval, time may be made up during the week in which the absence occurs. Pay is docked if there is no available leave or comp time, or if the absence is not approved by the supervisor or the time made up during the week of the absence. Unauthorized absences, chronic absenteeism, tardiness and failure to follow procedures for reporting an absence may be cause for disciplinary action, including termination of employment. In addition, excessive absences are a reason for termination of employment. *Excessive* is defined as absences that are not in compliance with policies and procedures for taking available local, state or federal leave. See Board Policy DEC or the Employee Handbook for more information on employee leave benefits.

Time Clock or Computer Malfunction

If an employee is unable to clock in or clock out because of a time clock or computer malfunction, it is the employee's responsibility to immediately notify the Coordinator or Administrator. The Coordinator or Administrator will note the reason and will contact the Business and Support Services Department to report equipment problems.

Falsification of Time and Tampering with Equipment

Falsifying time reports, clocking in or clocking out for another employee or being involved in inappropriate clocking in or clocking out, interfering with the use of the timekeeping system, or tampering with timekeeping equipment are grounds for disciplinary action, including termination of employment.

Contacts

For information on timekeeping procedures, payroll reporting or employee leave, please contact your supervisor or the Payroll & Benefits Office at 947-3838 x789.

For technical issues, to change employee information or to report equipment problems, please contact the Business Support Services Department at 947-3838 x760.

SAN ANGELO INDEPENDENT SCHOOL DISTRICT
Summary of Employee Benefits

Benefit	Eligible Employee	Amount	Paid By	
Social Security (FICA)	Substitutes and Temporary Employees (pay into Social Security, not TRS)	.062 of gross wages	District	
		.062 of gross wages	Employee	
Medicare	All employees hired after March 1986, including Substitutes and Temporary Employees	.0145 of gross wages .0145 of gross wages	District Employee	
Workers' Compensation	All employees, including Substitutes and Temporary Employees			
		Professional Employees	.003658 of gross wages	District
		Clerical	.001847 of gross wages	District
		Drivers	.032000 of gross wages	District
	All Other Employees	.031609 of gross wages	District	
Unemployment Compensation	All employees, including Substitutes and Temporary Employees	.000727 of gross wages	District	
State Health Plan for Public Educators	All employees regularly scheduled to work 10 hours or more per week	\$350 per month	District	
		Rates vary according to plan selected	Employee	
Life Insurance	All employees regularly scheduled to work 10 hours or more per week - \$15,000 life insurance	\$22.20 per year	District	
Teacher Retirement	All employees (except those who work less than ½ time), including bus drivers who drive at least one route approved by TEA	.068 of gross wages	State	
		.072 of gross wages	Employee	
Teacher Retirement Insurance	All employees (except those who work less than ½ time), including bus drivers who drive at least one route approved by TEA	.0065 of gross wages	Employee	
		.0055 of gross wages	District	
		.005 of gross wages	State	
State Personal Leave	All employees	½ work day for each 18 days of employment @ daily rate of pay (days accumulate with a maximum 5 days per year)	District	
Local Sick Leave	Employees working 30 hours or more per week	½ work day for each 18 days of employment @ daily rate of pay (days accumulate with a maximum 5 days per year)	District	
State Sick Leave	All employees who earned state sick leave prior to September 1, 1995, and have carried a balance of days forward	The number of days carried forward @ daily rate of pay	District	

Benefit	Eligible Employee	Amount	Paid By
Local Personal Leave	Full time professional employees	2 days per year @ \$60 per day (days do not accumulate)	District
Attendance Incentive	Exiting full time regular employees who are eligible for full retirement benefits with TRS (without any reduction of benefits for early retirement) or who have completed 25 years of continuous service in the District	Full pay at the current daily rate for ½ of the state and local accumulated leave days (accumulation is 6 of the allowable yearly state and local leave days earned up to a maximum of 80 days)	District
Family and Medical Leave (FMLA)	Employees working 12 consecutive months and at least 1,250 hours in that 12 month period	12 work weeks per year of job protection (unpaid leave) without loss of any employment benefit accrued prior to the beginning of leave	District
Temporary Disability Leave	Full-time employees whose positions require educator certification by the State Board of Educator Certification or by the District	At least 180 calendar days, unpaid leave for personal illness or disability (Employee responsible for paying for benefits)	District
Catastrophic Sick Leave Bank	All employees working 30 hours or more per week and enrolled as members of the Bank. Membership requires contribution of 3 local sick leave days.	Daily rate of pay not to exceed 30 days per school year	District
Accident Only Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Cancer Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Critical Illness/Cancer Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Disability Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Heart and Stroke Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Dental Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Vision Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Permanent Life Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Group Term Life Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Flexible Spending Accounts	Employees working 20 hours or more per week	Determined by employee	Employee
403(b)/403(b)(7) Tax Deferred Annuity	All employees, including Substitutes	Determined by employee	Employee
457 Deferred Compensation	All employees, including Substitutes	Determined by employee	Employee

NOTE: When referencing “All Employees,” substitutes and temporary employees are excluded unless stated otherwise.

Technology Responsible Use Guidelines

The San Angelo Independent School District (the “District”) is pleased to make available to employees (faculty, staff, consultants, contractors, temporary-hires, and others), students, and approved parent and guest users access to the interconnected computer information systems within the District (the “Network”) and to the world-wide network that provides various means of accessing significant and varied materials and opportunities (commonly known as the “Internet”).

San Angelo ISD (SAISD) provides users access to the District’s electronic communications system for educational purposes. The District’s computer systems and networks (system) are any configuration of hardware and software. The electronic communications system includes but is not limited to the following:

- Telephones, cellular telephones, and voicemail technologies;
- Email accounts;
- Servers and network equipment;
- Computer hardware (including mobile devices, tablets, i-devices) and peripherals;
- Software including operating system software and application software;
- Digitized information including stored text, data files, email, digital images, and video and audio files;
- Internally or externally accessed databases, applications, or tools (Online/Internet- or District-server based);
- District-provided filtered Internet access;
- District-provided filtered guest Wi-Fi; and
- New technologies as they become available.

These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students and its employees. These Responsible Use Guidelines are intended to minimize the likelihood of such harm by educating District system users and setting standards which will serve to protect the District. The District firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages.

In order for the District to be able to continue to make its Network and the Internet access available, all users must take responsibility for appropriate and lawful use of this access. Users must understand that one person’s misuse of the District technology hardware or software, Network and/or the Internet access may jeopardize the ability of all to enjoy this access. While the District’s management and network administrators will make reasonable efforts to administer use of the Network and Internet access, they must have user cooperation in exercising and promoting responsible use of this access.

Availability of Access

Acceptable Use. Computer/Network/Internet access will be used to enhance learning consistent with the District’s educational goals. The District requires legal, ethical and appropriate computer/network/Internet use.

Privilege. Access to the District’s computer/network/Internet is a privilege, not a right, and administrators and faculty may review files and messages to maintain system integrity therefore, ensure that users are acting responsibly.

Access to Computer/Network/Internet. Access to the District’s electronic communications system, including the Internet, shall be made available to staff and students for instructional purposes. Each District

computer and guest Wi-Fi (available for staff and students who bring their own personal telecommunication devices) has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children’s Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA. However, while the District uses filtering technology and protection measures to restrict access to inappropriate material; it is not possible to absolutely prevent such access. It is each student’s responsibility to follow the rules for appropriate and responsible use.

Student Access. Computer/Network/Internet access is provided to all students unless parents or guardians request in writing to the campus principal that access be denied. Student Internet access will be under the direction and guidance of a District staff member. Students may also be allowed to use the local network and guest Wi-Fi with campus permission.

Students 13 or younger. For students under the age of 13, the Children’s Online Privacy Protection Act (COPPA) requires additional parental permission for educational software tools. Parents wishing to deny access to these educational tools must do so in writing to the campus principal indicating their child should be denied access to these tools. Examples of these tools are Discovery Education, wikis, blogs, and Edmodo.

Use of Personal Telecommunication Devices (BYOD = Bring Your Own Device). The District believes technology is a powerful tool that enhances learning and enables students to access a vast amount of academic resources. The District’s goal is to increase staff and student access to digital tools and facilitate immediate access to technology-based information, much the way that students utilize pen and paper. To this end, the District will open a filtered, wireless network through which staff and students will be able to connect privately owned (personal) telecommunication devices. Staff and students using personal telecommunication devices must follow the guidelines stated in this document while on school property, attending any school-sponsored activity, or using the San Angelo ISD network.

Students are allowed to bring personal telecommunication devices that can access the Internet for educational purposes as determined by the classroom teacher.

- Students will be allowed to use the devices between classes and in the cafeteria setting in a digitally responsible manner.
- Students will not be allowed to use the device in any way to cause a disruption to the school day. This includes, but is not limited, to recording video/audio or taking photos during or between classes and in the cafeteria unless otherwise allowed by a teacher/staff member. Recording the voice or image of another in any way that disrupts the educational environment, invades the privacy of others, or is made without the consent of the individuals being recorded is prohibited.

Staff are allowed to bring personal telecommunication devices that can access the Internet for educational and/or job related purposes.

The District is not responsible for maintaining, repairing, or otherwise troubleshooting a user’s personal cellular, mobile or other electronic devices. The District is not responsible for damage, corruption, modification, and/or deletion of any personal data stored on any employee-owned handheld computing/communication device. Furthermore, the District makes no guarantees of service quality or access regarding personal devices.

The District strongly encourages users who choose to use personal communication devices for business or educational purposes to protect those devices with “password protection”, blocking any unauthorized users access to its contents. An employee who accesses his or her District e-mail or resources from a cell phone or mobile device should make a report to the District Technology Department immediately if the device is lost or

stolen. The possibly delicate and/or confidential information which could be present on the device is of immediate concern to the District.

Security. A student or staff member who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the supervising staff member. Any user identified as a security risk or as having violated the Responsible Use Guidelines may be denied access to the District's system. Other consequences may also be assigned.

A user who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system. Students will be subject to disciplinary action in accordance with the board approved Student Code of Conduct. Staff will be subject to disciplinary action in accordance with board policy and the employee handbook.

Content/Third-Party Supplied Information. Staff, students and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate and/or objectionable material.

Subject to Monitoring. All District computer/network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Users should not use the computer system to send, receive or store any information, including email messages, that they consider personal or confidential and wish to keep private. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Users should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the District for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Responsible Use Guidelines have been violated.

Student Computer/Network/Internet Responsibilities

District users are bound by all portions of the Responsible Use Guidelines. A student who knowingly violates any portion of the Responsible Use Guidelines will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved Student Code of Conduct. Staff who violate guidelines will be subject to disciplinary action in accordance with board policy and the employee handbook.

Use of Social Networking/Digital Tools. Students may participate in District-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and on-line meeting sessions. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-approved digital tools.

Use of System Resources. Users are asked to purge email or outdated files on a regular basis. Users must not waste or abuse school resources through unauthorized system use (e.g. playing games online, downloading music, watching video broadcasts, participating in chat rooms, etc. that are not educational related).

Password Confidentiality. Users are required to maintain password confidentiality by not sharing their password with others. Users may not use another person’s system account.

Reporting Security Problem. If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the user should immediately notify the supervising staff member. The security problem should not be shared with others.

The following guidelines must be adhered to by staff and students using a personally-owned telecommunication device at school:

- Users must log in and use the SAISD guest filtered wireless network during the school day on personal telecommunication devices. Internet access is filtered by the District on personal telecommunication devices in the same manner as District-owned equipment. Students may not use personal data plans while at school. Use of network equipment, air-cards or routers (tethering or hotspots) is NOT permitted at school (unless by special permission from the Technology Dept.)
- These devices are the sole responsibility of the owner. The campus or District assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- Each employee or student is responsible for his/her own device: set-up, maintenance, and charging. Teachers will not store student devices at any time, nor will any District employee diagnose, repair, or work on a user’s personal device.
- These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on District property, including school buses.
- SAISD cannot be held responsible for any possible device charges to your account that might be incurred during approved school-related use.
- Personally owned telecommunication devices must be in silent mode while riding school buses and on school campuses, unless otherwise allowed by a teacher/staff member.
- Telecommunication devices will not be used as a factor in grading or assessing student work. Students who do not have access to personal telecommunication devices will be provided with comparable District-owned equipment or given similar assignments that do not require access to electronic devices.
- Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher or as stated for specific age groups.
- Campus administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- An appropriately-trained administrator may examine a student’s personal telecommunication device and search its contents, in accordance with the Student Code of Conduct.

Rules of Appropriate Use

- If you are assigned an individual account for hardware and Internet access, you are responsible for not sharing the password for that account with others.
 - You are responsible for any activity that occurs under the use of your account login.
 - If you leave your device or user account unattended and logged in with the device unlocked, and inappropriate activity occurs, you may be held responsible for that activity.
 - You may not give your login information to another user. (Exception: you may provide it to technical support personnel for tech support purposes but then you are responsible for changing your password after they assist you and resolve your issue.)
 - You may not log into a computer or program and allow another user to utilize your account.

- You will be held responsible at all times for the proper use of District technology resources, and the District may suspend or revoke your access if you violate the rules.
- The account is to be used primarily for educational purposes, but some limited personal use is permitted. Limited personal use is permitted so long as it imposes no tangible cost on the District; does not unduly burden the District's technology resources; and has no adverse effect on an employee's job performance or on a student's academic performance.
- As applicable, you must comply with the District's record management program, the Texas Open Meetings Act, the Public Information Act, the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student and District records, and campaign laws.
- As applicable, you must maintain the confidentiality of health or personnel information concerning students, District employees and colleagues, unless disclosure serves lawful professional purposes or is required by law.
- Remember that people who receive email from you with a school address might think your message represents the school's point of view.

Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. The following actions are considered inappropriate uses, are prohibited, and will result in revocation of the student's access to the computer/network/Internet.

Violations of Law. Using technology resources for any illegal purpose or in violation of District policy. Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- threatening, harassing, defamatory or obscene material;
- copyrighted material;
- plagiarized material;
- material protected by trade secret; or
- blog posts, Web posts, or discussion forum/replies posted to the Internet which violate federal or state law.

Tampering with or theft of components from District systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the District will fully comply with the authorities to provide any information necessary for legal action.

Modification of District-Owned Devices. Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

Transmitting Confidential Information. Users may not redistribute or forward confidential information without proper authorization. Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information by students about oneself such as, but not limited to, home addresses, phone numbers, email addresses, birthdates or of others is prohibited.

- Students should not respond to requests for personally identifying information or contact from unknown individuals.

- Making appointments to meet in person with people met online. If a request for such a meeting is received, it should be reported to a teacher or administrator immediately.

Commercial Use. Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal is prohibited.

Marketing by Non-SAISD Organizations. Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

Vandalism/Mischief. Any malicious attempt to harm or destroy District equipment, materials or data, or the malicious attempt to harm or destroy data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism, as defined, above is prohibited and will result in the cancellation of system use privileges. Users committing vandalism will be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences.

Intellectual Property. Users must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is not allowed.

Copyright Violations. Downloading or using copyrighted information without following approved District procedures is prohibited.

Plagiarism. Fraudulently altering or copying documents or files authored by another individual is prohibited.

Impersonation. Pretending to be someone else when posting, transmitting, or receiving messages. Attempts to log on to the computer/network/Internet impersonating a system administrator or District employee, student, or individual other than oneself, will result in revocation of the student's access to computer/network/Internet.

Illegally Accessing or Hacking Violations. Intentional or unauthorized access or attempted access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.

File/Data Violations. Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission, is prohibited.

System Interference/Alteration. Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

- Damaging electronic communication systems or electronic equipment including: a) knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable; b) disfiguring or altering equipment, or displaying lack of reasonable care in its use.
- Disabling or attempting to disable any Internet filtering device. Requests to disable a filtering device should be made to the District's Technology Help Desk.

- Accessing sites not authorized under the District’s filtering policies. Encrypting communications to avoid security review.
- Attempting to read, delete, copy, modify, or interfere with another user’s posting, transmittal, or receipt of electronic media.
- Sending unauthorized broadcasts to official or private distribution lists, regardless of content or recipients.
- Gaining unauthorized access to restricted information or resources.
- The introduction of viruses, spyware, adware, malware, any malicious code or tampering with any computer system, is expressly prohibited.
- Wasting school resources through improper use of the District’s technology resources, including creating and distributing chain letters, sending spam, or setting up equipment so that it can act as an “open relay” for third-party spammers, or providing products or services for pay, i.e., outside employment.
- Users may not attach personal network equipment to the SAISD network unless approved by the SAISD Technology Dept. (ex: hubs, routers, switches, wireless access points, etc.)

Harassment, Use of Inappropriate Language and Posting of Pictures without Permission

- Using resources to engage in conduct that harasses or bullies others.
- Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language.
- Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from parents of depicted students who are under the age of 18.

Email and Communication Tools

Email and other digital tools such as, but not limited to, blogs and wikis, are tools used to communicate within the District. The use of these communication tools should be limited to instructional, school-related activities, or administrative needs.

Students may be issued email accounts. Users should check email frequently, delete unwanted messages promptly, and stay within the email server space allocations.

SAISD reserves the right to monitor all activity in SAISD electronic resources, included District provided email accounts. Commercial use of SAISD electronic resources is strictly prohibited.

SAISD shall not be liable for a user’s inappropriate use of SAISD electronic resources or violation of copyright restrictions or other laws or for any costs incurred by users through the use of SAISD electronic resources.

Reminder: E-Mail is subject to public information act requests (PIA) and is admissible in court in some cases. Keep in mind when you compose an e-mail message that it could possibly be read by anyone or could appear in the local newspaper if requested via a PIA request.

Be careful when sending sensitive data via e-mail. It may need to be password protected and possibly encrypted. Review the requirements of HIPAA and FERPA laws which prohibit disclosure of certain student information. Electronic/Voice mail usage must conform to the District’s policies against harassment and discrimination. Messages containing defamatory, obscene, offensive, or harassing information, or messages

that disclose personal information without authorization, are prohibited. If you receive such unsolicited messages, you are to delete them promptly and not forward them.

Users should keep the following points in mind:

Perceived Representation. Using school-related email addresses, blogs, wikis, and other communication tools might cause some recipients or other readers of the email to assume that the user's comments represent the District or school, whether or not that was the student's intention.

Privacy. Email, blogs, wikis, and other communication within these tools should not be considered a private, personal form of communication. Private information, such as home addresses, phone numbers, last names, pictures, or email addresses, should not be divulged. To avoid disclosing email addresses that are protected, email communications to multiple recipients, who are outside of the District, should be sent using the blind carbon copy (bcc) feature.

Inappropriate Language. Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in emails blogs, wikis, or other communication tools is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks are prohibited.

Political Lobbying. Consistent with State ethics laws, District resources and equipment, including, but not limited to, emails, blogs, wikis, or other communication tools must not be used to conduct any political activities, including political advertising or lobbying. This includes using District email, blogs, wikis, or other communication tools to create, distribute, forward, or reply to messages, from either internal or external sources, which expressly or implicitly support or oppose a candidate for nomination or election to either a public office or an office of a political party or support or oppose an officeholder, a political party, or a measure (a ballot proposition). These guidelines prohibit direct communications as well as the transmission or forwarding of emails, hyperlinks, or other external references within emails, blogs, or wikis regarding any political advertising.

Forgery. Forgery or attempted forgery of email messages is prohibited. Attempts to read, delete, copy or modify the email of other system users, deliberate interference with the ability of other system users to send/receive email, or the use of another person's user ID and/or password is prohibited.

Junk Mail/Chain Letters. Generally users should refrain from forwarding emails which do not relate to the educational purposes of the District. Chain letters or other emails intended for forwarding or distributing to others is prohibited. Creating, distributing or forwarding any annoying or unnecessary message to a large number of people (spamming) is also prohibited.

Student Email Accounts and Electronic Communication Tools

Electronic communication is an important skill for 21st Century students. By providing this tool, the District is equipping students with the skills necessary for success in the business world. Students in grades 6 - 12 may be given access to a District student email account. Parents wishing to deny access to District email must do so in writing to the campus principal. As appropriate, project email accounts may be granted for educational activities for students in grades K-5 at the request of the classroom teacher. Student email accounts may be provided directly by the District, through the content management system of an approved online course, or through a District-approved provider.

Digital Citizenship

SAISD users will use information and technology in safe, legal, and responsible ways. Users will embrace the following conditions or facets of being a digital citizen.

- **Respect Yourself:** I will select online names that are appropriate, and I will adhere to District Guidelines when posting information and images online. I will not share inappropriate information or graphics with others.
- **Protect Yourself:** I will not publish my personal details, contact details, or a schedule of my activities.
- **Respect Others:** I will not use technologies to bully or tease other people.
- **Protect Others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property:** I will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property:** I will request to use the software and media others produce.

Consequences of Agreement Violation

Any attempt to violate the provisions of this agreement may result in revocation of the student's access to the computer/network/Internet, regardless of the outcome of the attempt. In addition, school disciplinary and/or appropriate legal action may be taken.

Denial, Revocation, or Suspension of Access Privileges. With just cause, the Director of Technology and/or building principal, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

Warning

Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act. The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

User Acknowledgement Required

Each user authorized to access the District computers, networks, telecommunications, Internet services, or other resources is required to sign a Responsible Use Guidelines Acknowledgement form (CQ Exhibit page 11) or the Employee or Student Code of Conduct and Student/Parent Handbook Acknowledgement Form stating that they have read policy CQ Local, CQ Legal and CQ Exhibit (the Responsible Use Guidelines).

As a condition of continued employment, employees, consultants, and contractors must annually sign Responsible Use Guidelines Acknowledgement Form or SAISD Employee Handbook. The acknowledgement form will be retained in the employee's personnel file or in the Technology Department's files. Acknowledgement forms from students will be maintained in campus records, as will Acknowledgement forms from parents and volunteers.