



NOTICE OF POLICIES & LAWS

To: SAISD Employee
From: Pattie Griffin, Director of Human Resources
Date: 2017-2018 School Year

Employment Policies

San Angelo Independent School District is governed by legal and local policies, as set forth by the State of Texas, Texas Education Agency, and the local Board of Trustees. The SAISD Policy Manual may be accessed at the San Angelo ISD website www.saisd.org by clicking on *District > Board Policies*.

Throughout the year, as laws are passed and the rules for governing school districts change, SAISD undergoes changes to comply with current law. Policies may also change as the district sees the need. You are encouraged to use the online policy as the most current version of the district's policies. This notice includes a list of employment policies that you should review. Each campus office, campus library and administrative office has Internet access available for your use. The employment policies are also summarized in the employee handbook. You may request a paper copy of the employment policies from the Human Resources Department or if you need assistance or have questions related to employment, please call the Human Resources Department at 947-3838 x783.

Drug-Free Workplace, Discrimination, Harassment, Retaliation, and Student Bullying Policies

Policies establishing a drug-free workplace are in DH, DH (Exhibit), DI and DI (Exhibit). Policy DH addresses standards of conduct for employees and policy FO includes standards of conduct for students. The policy regarding discrimination, harassment, and retaliation for employees is located in DIA; and for students the policies are in FB and FFH. Policy FFI addresses student bullying and includes procedures for reporting, investigating, and dealing with bullying of district students. Employees are expected to review all of these policies.

Student Discipline Laws and Student Code of Conduct

Texas Education Code 37.018 requires districts to provide each teacher and administrator with a copy of the student discipline laws located in TEC Chapter 37, Sections 37.001 through 37.022, and the related local policies: FN and FO series. The policies may be accessed from the policy manual as outlined above. TEC Chapter 37 may be accessed on the Texas Association of School Boards webpage at: <http://www.tasb.org/services/policy/resources/safety.aspx>. Employees should review the student discipline laws by accessing this web page. You may print it or call the Student Services Department at 947-3838 x171 and a paper copy will be provided to you. Any questions you have related to student discipline should be directed to the campus administrator or the Student Services Department. Another resource is the district's Student Code of Conduct, located on the SAISD website at <http://www.saisd.org/departments/StudentServices/Code%20of%20Conduct.asp>. This is also available in each campus office and in the Student Services Department.

Reporting Suspected Child Abuse or Neglect

The Commissioner of Education's rule (19 TAC 61.1051) requires that employees be provided information and an annual review on how and to whom to report their suspicion or knowledge of child abuse or neglect. Policies related to procedures for reporting suspected child abuse or neglect are in: BQ, DH, FFG, and GRA. To report suspected child abuse or neglect call the Texas Department of Family & Protective Services at 1-800-252-5400 or electronically report at: <http://www.txabusehotline.org>.

Legal and Local Policies to be Reviewed by Employees

Policy Code

Topic

District Goals & Planning

AE Educational philosophy
BQ series District-level and campus-level planning

Instruction & Students

EF series Instructional resources and materials
EHBAF Special education – video/audio monitoring
EIA Grading standards and reporting
EIE Retention and promotion
FB series Protection of students from unlawful discrimination
FE series Student attendance
FFAC Providing medical treatment and medication to students
FFAD Excluding students with communicable diseases
FFAF 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 Privacy of student records
FN series Student rights and responsibilities
FO series Student discipline
GRA Interaction of police and child protective services w/ students on campus

Personnel

CAA Financial ethics
CB Conflicts of interest
CDC Gifts and solicitations
CK series Safety programs and risk management
CQ District computers, electronic communications, and 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: probationary and term contracts, at-will employment, other contracts
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 and return to probationary contract
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 Employee welfare
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 code identifiers that begin with the two or three letters shown