



NOTICE OF POLICIES & LAWS

To: SAISD Employee
From: Pattie Griffin, Director of Human Resources
Date: 2018-2019 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 HR 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, and DI. 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, including cyberbullying, and establishes 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>.

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	District-level and campus-level planning
<i>Instruction & Students</i>	
EF series	Instructional resources and materials
EHBAF	Video/audio monitoring in special education settings
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	Safeguarding privacy of students
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
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, genetic nondiscrimination
DBAA	Criminal history and credit reports
DBD	Conflict of interest
DC series	Employment practices: probationary, term, other contracts; at-will employment
DEA series	Salaries, wages, incentives, stipends
DEC series	Leaves and absences, family and medical leave and military leave
DEE	Requirements for expense reimbursement
DF series	Termination of employment, return to probationary contract, hearings, resignation
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