

San Isidro Independent School District

Employee Handbook

2010 - 2011



*“Sharing the Vision,
Meeting the Challenge,
Achieving Excellence”*

BOARD OF TRUSTEES

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, facilities, and expansions. 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 students. Trustees are elected at-large by position or place and serve three or four year terms. Trustees serve without compensation, must be registered voters and must reside in the district.

San Isidro I.S.D. Board of Trustees

| | |
|--------------------|----------------|
| Baudilia Montalvo | President |
| Oscar Saenz | Vice-President |
| Jorge Saenz | Secretary |
| David Garza | Member |
| Stephanie Martinez | Member |
| Maria Ramirez | Member |
| Exiquio Saenz | Member |

A written notice of regular and special meetings will be posted 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. Under the following circumstances, Texas law permits the board to go into a closed session. Closed session may occur for such things as discussing prospective gifts or donations, real property acquisition, personnel issues including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

**San Isidro Independent School District
Employee Handbook**

Employee Handbook Receipt

2010 - 2011

Name: _____

I hereby acknowledge receipt of a copy of the San Isidro ISD Employee Handbook. I agree to read the handbook and understand that as an employee of the San Isidro Independent School District, I shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to my status as an employee. Violation of any policies, regulations, and guidelines may result in disciplinary action.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this booklet. As the district provides updated 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 my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have questions or concerns or need further explanation.

Signature: _____

Date: _____

**San Isidro Independent School District
Pest Management Policy for Staff and Teachers**

This District prohibits the possession, storing or application of any kind of pesticide on school premises, or as part of any of the District's activities, by unauthorized personnel.

A pesticide is defined as substance or mixture of substances intended for destroying, repelling or mitigating any pest. (This includes items like glue boards, fly traps, and cans of household insecticides). A pest is any living thing that exists where it is not wanted. [As defined by School IPM Regulation]

If you would like a copy of the district's IPM policy statement, this can be found with the district's IPM Coordinator, Luis F. Alvarado.

Employees who violate this prohibition shall be subject to disciplinary sanctions.

I have read and received a copy of this policy.

Employee Signature

Date

* Please sign and return this copy to the high school office.

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INTRODUCTION

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized.

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change.

Equal Employment Opportunity *Policies DAA, DIA*

The San Isidro ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination on any of the bases listed above should contact Mr. Miguel Garcia, District Superintendent.

DISTRICT VISION

San Isidro ISD will be an exemplary educational community dedicated to the highest standards of quality at all levels and in all areas of endeavor. All students, parents, community members, and district employees, respecting and valuing each other, will be committed to providing all students with an education which enables them to live successfully in an ever-changing society.

MISSION STATEMENT

San Isidro I.S.D. strives in providing a well-balanced educational program committed toward academic success. It prides in empowering students to become successful citizens in an ever-changing technological society.

Our mission can only be accomplished with collaboration of students, staff, parents, citizens, and leaders of our community.

DISTRICT PHILOSOPHY

The educational goal of San Isidro I.S.D. is to provide an instructional program designed for the individual needs, interests, and abilities of each student. This learning environment will promote the development of independent, responsible, and contributing members of society. As indicators of their ability to succeed in the community, San Isidro ISD students will demonstrate:

- *Acquisition of empirical and technological knowledge and skills;*
- *Proficiency in oral and written communication skills;*
- *Aesthetic values;*
- *Responsible citizenship; and*
- *Social and interpersonal skills.*

DISTRICT MOTTO

Preparing Our Students for the Challenges of Tomorrow

EMPLOYEE COMPLAINTS AND GRIEVANCES

Policy DGBA

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss problems or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the board of trustees. For ease of reference, the district's policy concerning the process of bringing complaints and grievances is reprinted as follows:

Personnel-Management Relations: Employee Complaints Grievances

Purpose:

The purpose of this policy is to provide employees an orderly process for the prompt and equitable resolution of grievances when a concern has not been resolved. The Board intends that, whenever feasible, grievances be resolved at the lowest possible administrative level. This policy shall not be construed to create new or additional rights beyond those granted by Board policy or law.

Definition:

For purposes of this policy, "days" shall mean calendar days.

The terms "complaint" and "grievance" shall have the same meaning. A grievance under this policy may include, but shall not be limited to, any of the following:

- Grievances concerning an employee's wages, hours, or conditions of work.
- Specific allegations of unlawful discrimination in employment on the basis of sex, race, religion, national origin, age, or disability.
- Specific allegations of unlawful discrimination or retaliation on the basis of the employee's exercise of constitutional rights
- "Whistleblower" complaints
- Other Review Processes

Procedures and information regarding sexual harassment by other employees are found at DHC (LOCAL) and information regarding federal nondiscrimination is found at DM (LOCAL).

An employee's dismissal or non-renewal may be the subject of a grievance under this policy only if the district does not otherwise provide for a review of the matter.

Freedom from Retaliation

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a complaint under this policy. (See DG (LEGAL) "Whistleblower" Complaints)

Employees who allege adverse employment action in retaliation for reporting a violation of law to an appropriate authority shall initiate a grievance under this policy within 15 days after the date the alleged violation occurred or the employee first knew of the alleged violation. The complaint shall first be filed in accordance with LEVEL TWO below. Time lines for the employee and the district set out in this policy may be shortened to enable the board to make a final decision within 60 days of the initiation of the complaint.

General Requirements

A grievance must specify the individual harm alleged and the specific remedy or relief requested. An employee is prohibited from bringing separate or serial grievances regarding the same event or action; therefore, all claims arising from the same event or action shall be joined or they are waived. All time limits shall be strictly complied with unless modified by mutual consent. Costs of any grievance shall be paid by the party incurring them. Grievance conferences are not adversarial proceedings. At each level, the administration representative to whom the grievance is presented shall set reasonable time limits for presentation of the grievances and shall establish the decorum for the conference.

Consolidation

When the superintendent determines that two or more individual grievances are sufficiently similar in nature and remedy to permit their resolution through one proceeding, he or she may consolidate the grievances.

Initiating Grievance

Unless otherwise specified in policy, an employee shall initiate a grievance as provided at LEVEL ONE, below.

Level One:

An employee who has a grievance shall request a conference with the principal or immediate supervisor by submitting the grievance in writing on a form provided by the district. The form must be filed within 15 days of the time the employee first knew or should have known of the event or series of events about which the employee is complaining.

The principal or supervisor shall hold the conference within seven days after receipt of the written request. At this conference the employee shall have the opportunity to present written and testimonial evidence in support of the grievance. A record shall be made of this conference. The principal or supervisory shall have seven days following the conference within which to respond to the grievance. Failure to respond within this time period shall be deemed a denial of the grievance.

Level Two:

The employee may appeal the outcome of the Level One conference by requesting a conference with the superintendent or designee to discuss the grievance. The request shall be in writing on a form provided by the district and must be filed not later than 14 days after the Level One conference.

Level Three:

The employee may appeal the outcome of the conference at Level Two by requesting to place the matter on the agenda of a future Board meeting. (See BE(LOCAL)). The request shall be in writing on a form provided by the district and must be filed within 14 days following the Level Two conference. The superintendent or designee shall place the matter on the agenda of a Board meeting not later than 30 days after it is requested and shall inform the employee of the date, time, and place of the meeting.

Before the date scheduled for the Board to consider the grievance, the superintendent or designee shall provide the Board with the record of the grievance as developed at Level One or Level Two conference.

At Level Three, the Board shall consider the grievance on the basis of the record only. The employee or a representative shall be present at the grievance. Failure of the employee and / or the representative to appear in person shall be deemed a waiver of the grievance. At the proceeding, introduction of new evidence shall not be permitted, unless the Board, in its sole discretion, determines a need to consider additional evidence, in which case it may continue consideration of the grievance to a future meeting, not later than the next regularly scheduled meeting.

The Board may permit the employee and the administration representative to present oral arguments. The Board may ask questions of the employee and the administration representative, whether or not it permits oral arguments. The Level Three proceeding before the Board shall be recorded by audiotape, which shall be made part of the record. The presiding officer may set reasonable time limits for presentation of the grievance. An announcement of the Board's decision at the meeting, when the grievance is considered shall constitute notice to the employee of the Board's decision. If the Board fails to take any action on the grievance, such failure shall be deemed a denial of the grievance and affirmation of the administrative action at Level Two.

Closed Meeting

If the grievance involves the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of the employee bringing the grievance, it may be heard by the Board in closed meeting unless the employee bringing the grievance requests it to be heard in public. However, if the grievance involves a complaint or charge against another district employee or Board member, it shall be heard in closed meeting unless an open hearing is requested in writing by the employee or Board member against whom the complaint or charge is brought.

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 and coworkers and maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to 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.

- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisory immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident.

Code of Ethics and Standard Practices for Texas Educators

Statement of Purpose

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. 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.

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1

The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

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, 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 applicable state and federal laws.

Standard 1.8

The educator shall apply for, accept, offer, or assign a position or responsibility on the basis of professional qualifications.

2. Ethical Conduct Toward Professional Colleagues

Standard 2.1

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

Standard 2.2

The educator shall not hurt 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, sex, disability, or family status.

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 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 knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

Standard 3.3

The educator shall not deliberately or knowing 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, sex, disability, national origin, religion, or family status.

Standard 3.5

The educator shall not engage in physical mistreatment of a student.

Standard 3.6

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

Standard 3.7

The educator shall not furnish alcohol or illegal / unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal / unauthorized drugs in the presence of the educator.

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.

Computer Use and Data Management

Policy CQ

The district's electronic communications system, including its network access to the Internet, is primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

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

Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Copyrighted Materials

Policy EFE

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, or display of copyrighted materials. Rented videotapes are to be used in the classroom for educational 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 anytime during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Dress Code

DRESS AND GROOMING

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standard established by their supervisors. District employees model pride and professionalism for our students. All personnel shall adhere to the dress code when attending any professional meeting.

INAPPROPRIATE ATTIRE

The following list of apparel is considered inappropriate and should not be worn by any professional, paraprofessional, instructional, or office personnel at work site, professional meetings, or workshops sponsored by the District, unless specifically noted:

1. Warm-ups (slicks) are not to be worn on spirit days nor any other day of the week.

2. Shoes classified as a beachwear sandal, crocs, and flat sandals will not be allowed.

ADDITIONAL GUIDELINES

In addition, the following guidelines shall apply:

1. Men shall wear dress shirts or polo style shirts.
2. T-shirts shall not be worn by female or male employees on any day of the week except during identified “spirit” day of the week and teacher workdays.
3. Denim jeans (including denim Capri pants) may not be worn except on the one “identified” spirit day of the week and designated teacher workday(s).
4. Dressy Capri pants will be the only type of Capri pant allowed. Cropped cargo pants / cropped Capri pants are not allowed to be worn.

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.

Employees 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 employee should report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Sexual Harassment

Employee-to-Employee

Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is explicitly or implicitly a term or condition of employment
- Submission to or rejection of such conduct is used as the basis for employment decisions
- The conduct unreasonably interferes with an individual’s work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been sexually harassed by another employee are encouraged to come forward with complaints. The district will promptly investigate all allegations of sexual harassment and will take prompt appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees.

An employee who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the principal or supervisor. Employees must follow the procedures outlined in this handbook for filing a grievance, except when it would require presenting a grievance to the alleged harasser.

San Isidro ISD will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action.

Employee-to-Student

Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification
- Telephoning students at home or elsewhere and engaging in inappropriate social relationships
- Engaging in physical contact that would reasonably be construed as sexual in nature
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school related benefits
- Sexual abuse of a student by an employee violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

In most instances, sexual abuse of a student by an employee violates the students' constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the campus principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated.

Alcohol and Drug-Abuse Prevention

Policies DH, DI

San Isidro ISD is committed to maintaining an alcohol – and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substance Act during working hours may be dismissed.

Reporting Suspected Child Abuse

Policies DF, DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of report child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect. An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the 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. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. 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.

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 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
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

Conflict of Interest

Policies BBFA, DBD

Employees are required to disclose to their supervisor 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

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, any offense involving moral turpitude, and any of the other offenses listed below:

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit

- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Drug or alcohol related offenses

Possessions of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district’s weapons policy should report it to their supervisors.

Visitors in the Workplace

Policy GKC

All visitors are expected to sign in or report to the building’s main office. Authorized visitors will receive a visitor’s badge and be given directions or be escorted to their destination.

Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

Visitors are not allowed in the classroom during your instructional time. If it is necessary to meet with a parent, guardian, family member, etc., the meeting must be scheduled during your conference period.

Work Related Injuries

Employees who experience a work-related injury or illness should report the incident to their supervisor or principal immediately. An accident report form should be completed and filed.

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

The San Isidro ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant’s job qualifications, experience, and abilities.

CONTRACT AND NONCONTRACT EMPLOYMENT

State law requires the district to employ all full-time professional employees in positions requiring a certificate from State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for non-renewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

Probationary contracts

Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive probationary contracts during their first year of employment if they have not been previously employed by the district. The probationary period for those who have been employed 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 (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

Term and continuing contracts

Full-time professionals employed in positions requiring certification and nurses will be employed by term or continuing contracts after they have successfully completed the probationary period. Teachers employed before February 16, 1991 are employed by continuing contract. Teachers employed after that date are employed by term contracts. The terms and conditions of employment are detailed in the contract and employment policies.

Non-certified professional and administrative employees

Employees in professional and administrative positions that do not require SBEC are employed by a one-year contract that is not subject to the procedures for non-renewal or termination under the Texas Education Code.

Paraprofessional and auxiliary employees

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

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.

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 standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact Mr. Miguel Garcia.

Searches and Alcohol and Drug Testing

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, work areas, including district owned computers, lockers and private vehicles parked on district premises or work sites or used in district business.

Fingerprinting for Educators

In 2007, the Texas Legislature passed a law requiring fingerprint-based criminal background reviews for certain school employees. The legislation was enacted to ensure the safety of all children, teachers and staff in Texas Public Schools.

WHO IS REQUIRED TO SUBMIT FINGERPRINTS FOR A CRIMINAL BACKGROUND CHECK:

- All certified educators
- All substitute teachers and aides, certified or not
- Non-certified employees hired on or after January 1, 2008
- Charter school teachers and other professionals

WHO IS NOT REQUIRED TO SUBMIT FINGERPRINTS BUT MUST UNDERGO A NAME-BASED BACKGROUND CHECK:

- Non-certified employees hired before January 1, 2008
- Contract employees hired before January 1, 2008 who have direct contact with students
- Student teachers
- Volunteers

WHEN WILL EMPLOYEES BE FINGERPRINTED:

- All new (hired on or after January 1, 2008) noncertified school employees must submit fingerprint information to DPS before starting work for a district.
- All classroom substitutes must be fingerprinted by September 1, 2011.
- All active (those who are currently employed by Texas Public Schools) certified educators must be fingerprinted by September 1, 2011.

STATE LAW REQUIRES THE DISMISSAL OF ANY EMPLOYEE CONVICTED OF CERTAIN FELONIES OR WHO IS A REGISTERED SEX OFFENDER.

For more information, visit the SBEC website: www.sbec.state.tx.us

First Aid, CPR, and AED Certification

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification in first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification to the personnel office.

Reassignments and Transfers

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of

a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit their request. Request for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests must be approved by the receiving supervisor.

Notification of Parents Regarding Qualifications

In schools receiving Title I funds, the district is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by a teacher who is not qualified.

Texas law also requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals serving with an emergency permit (including individuals waiting to take the EXCET exam) or individuals who do not hold any certificate or permit. Information relating to teacher certification will be made to the public upon request.

Performance Evaluation

Policy DN, DNA, DNB

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

WORKLOADS and WORK SCHEDULES

Paraprofessional and auxiliary employees

Support employees are employed at will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned scheduled without prior approval from their supervisor.

Professional employees

Professional and administrative employees are exempt from overtime pay and are employed on a 10 to 12 month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including required days of service and scheduled holidays will be 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. Teachers and librarians are entitled to a duty-free lunch period of 30 minutes. The district may require teachers to supervise students one day a week when no other personnel are available.

Employee involvement

At both the campus and district levels, San Isidro ISD offers opportunities for input in matters that affect employees and influences 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 advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office.

Staff development

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

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

COMPENSATION AND BENEFITS

Salaries, Wages, and Stipends

Policies DEA, DEAA

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees 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. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule.

Annualized Compensation

Policy DEA

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. An employee who separates from service before the last day of instruction or retires under TRS, will receive his or her final paycheck, a lump sum for wages actually earned from the beginning of the school year to the date of separation. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

Paychecks

All professional, salaried employees and hourly employees are paid monthly. Paychecks will not be released to any other person other than the district employee named on the check without the employee's written authorization. An employee's payroll statement contains detailed information including deductions and withholding information.

Payroll Deductions

Automatic payroll deductions for the Teacher Retirement System of Texas (TRS) and federal income tax are required for full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must have their Social Security contributions deducted.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life and vision insurance; annuities, and higher education savings plans. Employees also may

request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Health, Dental and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week

TRS retirees and employees who are not contributing TRS members that are regularly scheduled to work less than 10 hours per week are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each spring. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet.

Cafeteria Plan Benefits (Section 125)

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

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

Workers' Compensation Benefits

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. 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.

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 a year are also eligible for TRS membership with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify Mr. Leonel Olivarez as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8878 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us).

GENERAL PROCEDURES

Courtesy Early Dismissal

Employees will be allowed 2 early dismissal days (2:30 p.m.) per semester for sick or personal reasons without loss of pay or being docked a day. Prior approval must be obtained from the immediate supervisor. Courtesy dismissal days will not carry over and will only be used at 2:30 p.m. Courtesy dismissal days cannot be used during the following weeks:

December 13 – 17, 2010

May 30 – June 2, 2011

Dismissal Time

Dismissal time for students is at 3:15 p.m. Dismissal time for teachers is 3:45 p.m. Dismissal time for teacher assistants and secretarial staff is 4:00 p.m. On Fridays, teachers will be dismissed at 3:20 p.m.; teacher assistants and secretaries will be dismissed at 3:45 p.m.

Duty

Duty schedules must be observed and maintained. Be on time and at your assigned duty station. Duty assignments will be posted in the teacher's lounge and at the high school office. A weekly reminder for those on duty will be placed in the mailbox.

If you are going to be absent on one or more days of your assigned duty week, it is your responsibility to find someone to replace your duty station. Students need to be actively monitored at all times.

Duty (Paraprofessionals)

All paraprofessionals are to escort their assigned class to the gymnasium during designated PE time and are to report to the gym 5 minutes before the PE dismissal time to escort the students back to the classroom.

Early Release

The following days are designated as early release days for the 2010 - 2011 school year:

December 17, 2010

April 20, 2011

June 2, 2011

Emergencies

MEDICAL:

If a medical emergency occurs in the classroom the teacher should:

1. Remain in the classroom and send for the nurse.
2. Notify administration and school nurse.

WEATHER:

In case of extreme weather conditions, the school may be closed by direction of the superintendent.

Field Trips

All grade levels will be allotted one field trip per school year. A field trip, whether in district or out of district, shall be of educational value. The objectives of the field trip must be related to the subjects being taught. Before a field trip is approved, the teacher must submit to the principal a plan of action. Forms are available in the office.

A list of students participating in the field trip must be submitted to the following personnel:

1. Food Service Director
2. Principal
3. Secretaries
4. Faculty for appropriate attendance documentation

No field trips will be approved during the following weeks:

May 23rd – 27th, 2011
May 30th – June 2nd, 2011

Fire Drills

Fire prevention education in schools refers to programs designed to teach students how to avoid or reduce loss and injuries from fires and other burning hazards. Fire prevention education is classified in two areas: exit drills and instruction.

A fire exit drills an announced or unannounced practice of exit procedures in which students, teachers, and staff respond to exit alarms. An unobstructed drill allows students to use their normal exit routes. An obstructed drill includes some type of obstruction that causes some or all students to use alternative exits. Exit drills are conducted for two purposes:

1. to train occupants to leave the building orderly and quickly in case of an emergency alarm; and
2. to teach self-control in times of emergency in later life.

Teachers are reminded to carry their grade books on all drills for the purpose of accounting for students. Advise students to remain in their class group. It shall be the duty of principals, teachers, and staff to inspect all exit facilities daily to make sure that all doors and other exits are in proper condition. Any condition likely to interfere with a safe exit should be reported immediately to the principal. Fire exit plans in each room will denote regular and alternate exit routes.

At San Isidro I.S.D., the signal for evacuation will be the 3 bell alarms system. The signal to return to the building/classroom will be 2 bells. If necessary, other information will be given through the intercom system.

Grading Policy

Grades are to be recorded on a weekly basis. Campus administrators will monitor to ensure that grades have been posted for the grade level or subject area(s) being taught. Proper documentation will be kept for teachers not recording grades.

Grades will be based on mastery of objectives via mastery test.

| | | |
|------------------|------------------|-----|
| Six Weeks Grade: | Summative Tests: | 60% |
| | Daily Homework: | 40% |

Special Populations (Special Education, ESL, 504) will be given modifications per teacher lesson plans and adaptations in the classroom. Teachers will keep a copy of the modifications.

A comprehensive, two consecutive period semester exam shall be given at the secondary level (6th – 12th grades) at the end of each semester. No more than two semester exams shall be scheduled on one day. This exam will have a one-fifth value of the overall semester grade. Subject examinations will not be administered during semester exam schedule.

Exemptions are outlined in the student handbook. A student may be exempt from a test if the following criteria is maintained:

1. The student maintains an A average and has no more than 3 absences.
2. The student maintains a B average and has no more than 1 absence.

Homework

Homework is an out of class assignment given to students during the independent phase of a lesson prior to summative assessment. Homework must be carefully examined and constructed so that it becomes a meaningful part of learning. Homework must be graded and returned within (5) days.

Homework assignments shall be planned in accordance with the following principles:

- If the homework is to have value, its purpose and relation to what has been learned in the classroom must be clearly understood by each student.
- Homework shall follow modeling and guided practice of the lesson cycle.
- The homework assignment must pertain to previously taught skills.
- Homework assignments must be properly evaluated and returned in five (5) days.

Homework is to be turned in the next day or when specified by the teacher as in the case of special projects.

The time required for students to do homework shall not exceed the time reflected below:

| | |
|--|---|
| K – 5 th Grade | Approximately 30 minutes daily |
| 6 th – 12 th Grade | Approximately 50 minutes three times a week per subject |

The time schedule above will be honored by each teacher. Homework shall not be assigned during the time that school wide testing (Stanford 10, TAKS, TAKS-A, TAKS-M) is in progress. Studying for exams is not considered homework.

Homework shall not be assigned during the following Holiday Breaks: Thanksgiving, Christmas, Spring Break and Easter.

Leaving Campus during School Hours

If an emergency arises, employees must sign out in the office before leaving and sign in upon return. Absence from the building should be only in case of an extreme emergency. In case of an appointment before dismissal time, please make plans to request a substitute for half a day.

Teachers and teacher assistants are not to leave campus during the designated conference period; the conference period is to be utilized for planning, making parental contacts, etc.

Lunch

All teachers are allowed a thirty minute duty free lunch.

Overnight Trips

Sponsors, at all times, must accompany the students during the trips. Sponsors must supervise during all activities and monitor sleeping quarters (including night checks). All rules and regulations that apply to a regular school day or extracurricular activity are to be followed from the moment the student arrives on campus to the time that the student leaves the campus or is delivered home. Students must be supervised by a teacher, sponsor, or by parents of students at all times. A sponsor is to receive a written request by a parent/guardian if a student will not be returning with the rest of the group from a particular school sponsored event / trip.

If school time will be missed, a “Clearance for School-Related Absence” must be completed allowing them to participate in a school related activity.

Travel allowance forms (meal per diems for breakfast, lunch, and dinner) will be approved for overnight trips only.

Personnel Records

Policy 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
- Social security number
- Information that reveals whether they have family members

The choice to not allow public access to this information may be done at anytime by submitting a written request. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Purchasing Procedures

Policy CQ

All requests for purchases must be submitted to the designated department on an official district purchase order form with the appropriate approval signature. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization.

Referral to Nurse

The nurse is available to deal with serious health problems that may arise during the school day. The nurse cannot give medication, including aspirin, so students should not be sent for headaches or minor pains unless parental permission is given.

Reporting Student Progress to Parents

Report cards will be sent to parents each six weeks. Parents are to be encouraged to come to school for a conference as often as possible. Additionally, parents will be sent progress reports at the end of the three week period.

Sign In

All teachers are expected to sign in by 7:40 a.m. and teacher assistants and office personnel by 7:30 a.m.

Textbooks

All textbooks issued to a school district by the state of Texas are the property of the state as provided by TEC 31.102 – Title and Custody. The board of trustees of a school district is the legal custodian of textbooks purchased by this chapter. Each textbook must be covered by the student (TEC 12.65b) under the direction of the teacher. A student must return all textbooks to the teacher at the end of the school year or when the student withdraws from school. Each student, or the student’s parent or guardian, is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian. The district shall allow the student to use textbooks at school during each school day (TEC 31.104 Distribution and Handling).

The collection of fines for damaged textbooks is strictly local policy. Money collected for abused books in the form of fines is retained by the school.

If a student pays for a book in full (100%), he/she is entitled to keep that book.

Loss Prevention / Accountability

- Book check must be held at least once each semester. Teachers may hold a book check any time that is convenient or needed. Books should be checked for (1) book covers, (2) damage to book, and (3) lost books.
- If a student transfers out of class or withdraws from school, do not sign forms for change or withdrawal until the student has returned the book issued.
- Check the numbers of all books returned by the students. Do not accept a book that has a number other than the one assigned to the student. If any such book is presented, simply take up the book and return it to the secretary in charge.

UIL Eligibility

Academic eligibility is necessary for ALL extracurricular activities: academics, athletics, fine arts, career and technology, or any other school-related extracurricular activity.

Ineligible students no longer regain eligibility immediately. They must wait seven calendar days after a three week evaluation period and the grading period. Students who were eligible shall not lose eligibility until seven calendar days after the end of the grading period.

All activity coaches, FFA, FCCLA, Student Council, UIL sponsors and directors are responsible for obtaining official grade reports from the individual the principal designates as the keeper of official grades before the student represents the school. The official grade report is the designated day that the report cards or progress reports are mailed out. This provision applies to all grading periods.

Ineligible students are not permitted to travel to competitive events with the school group. Ineligible students may be introduced as members of the team or group during parent night activities. However, they may not be in uniform or seated with the student organization they represent during the event.

All students are eligible during a school holiday of a full calendar week or more. When the bell rings to dismiss students for the December holidays, all students are eligible until classes resume in January. The same is true for spring break provided that the break consists of at least a full calendar week.

Eligibility for UIL Participants for the First Six Weeks

UIL participants are eligible to participate in contests during the first six weeks of the school year provided the following standards have been met:

- Students beginning grades nine and below must have been promoted from a lower grade to the beginning of the current school year.
- Students beginning their second year of high school must have earned five credits which count toward state high school graduation requirements.
- Students beginning their third year of high school either must have earned a total of ten credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.

- Students beginning their fourth year of high school either must have earned a total of 15 credits which count toward state high school graduation credits or have earned a total of five credits which count toward state high school graduation requirements during the 12 months preceding the first day of the current school year.

Vehicle Registration

All vehicles parked on campus must have their vehicle registration and inspection sticker up to date.

LEAVES AND ABSENCES

Policy DEC

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should call Mr. Leonel Olivarez for counseling about leave options, continuation of benefits, and communicating with the district.

Employees who take an unpaid leave of absence may continue their insurance benefits of their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the district as they were when they were working. Otherwise, the district does not make benefit contributions for employees who are not on unpaid leave.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee who is absent more than five 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.

Jury Duty

An employee shall be granted leave with pay and without loss of accumulated leave for jury duty and other mandatory court summonses related to the employee’s duties. The employee shall be required to present documentation of the service and shall be allowed to retain any compensation for this service.

The employee shall be responsible for reporting to the immediate supervisor the dates of possible absence as soon as the summons is received. Principal or supervisor shall report absences on the district absence form.

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. Other absences for court appearances related to an employee’s personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Personal leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of one-half a workday for each 19 workdays of employment, up to the statutory maximum of five workdays annually. A day of earned personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts and is generally transferable to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

Nondiscretionary: Leave that is taken for personal or family illness, emergency, or a death in the family is considered nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as state sick leave.

Discretionary: Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must **submit a notice of the request five days in advance (page 43)** 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.

Discretionary leave will be subject to the following limitations:

- Discretionary leave may not be taken for more than two consecutive days, except in extenuating circumstances as determined by the superintendent.
- Discretionary leave may not be taken on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester, days scheduled for TAKS tests, or professional or staff development days.

Discretionary personal leave will be granted on a first-come, first-served basis. 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.

Sick Leave

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

If any employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck.

Sick leave may be used for the following reasons:

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

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

An employee absent more than five consecutive workdays because of personal illness shall submit, upon return to work, FMLA form request and a medical certification of illness (See Appendix) plus a certificate of his or her fitness to return to work. An employee absent more than three consecutive workdays, because of illness in the immediate family must present, upon return to work, medical certification of the family member's illness.

Temporary Disability

Certified employees. Any full time employee whose position requires certification from the State Board of Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. A full-time educator may request to be placed on temporary disability leave or be placed on leave. Pregnancy and conditions related to pregnancy are treated the same way as any other temporary disability.

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave will be left up to the physician. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

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

When an employee is ready to return to work, a return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Family and Medical Leave

Employees who have been employed by the district for at least 12 months and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year for the following reasons:

- The birth, adoption, or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition
- An employee's serious health condition

A husband and wife who are both employed by the district are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child; or to care for a covered military service member.

Continuation of benefits and job restoration

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Use of paid leave

Family and medical leave runs concurrently with accrued sick and personal leave, temporary disability leave, and absences 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.

Intermittent leave

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work 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

Request for FMLA

When the need for family and medical leave is foreseeable, employees must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact their immediate supervisor as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work
- Certification of the need for family military leave

Workers' Compensation Benefits

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

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

Assault Leave

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

Military Leave

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserve component of the United States Armed Forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days

each federal fiscal year (October 1 – September 30). 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 state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position 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 to Miguel E. Garcia.

Continuation of health insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact Mr. Leonel Olivarez for details on eligibility, requirements, and limitations.

STUDENT ISSUES

Equal Educational Opportunities

Policies FB, FFh

The San Isidro ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and program including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students on the basis of race, color, religion, gender, or national origin should be directed to the superintendent.

Administering Medication to Students

Policy FFAC

Only designated employees can administer medication to students. A student who must take prescription medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. **Absolutely NO medication should be stored in the classroom.** Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Bullying

Policy FFI

All employees are required to report student complaints of bullying to either Mrs. Anna Garcia or Mr. Mario Alvarado. The district's policy that includes definitions and procedures for reporting and investigating bullying of students is reprinted below:

Definition: Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that (1) 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 (2) is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational

environment for a student.

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 promptly report may impair the District's ability to investigate and address the prohibited conduct.

For more information on the policy that addresses bullying of District students, see FFI (Local Policy).

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.

Extra-Curricular Activities

Extra-curricular activities give opportunities for students to prepare and compete in literacy and athletic events under proper guidance and regulations. Aside from the recognition the students receive for themselves and the school, the major value they gain is developing qualities of the classroom. With this in mind, students are encouraged to take part in some activities suited to their ability and interest.

Secondary students may participate in more than one extra curricular activity provided:

1. The total time requires does not interfere with academic progress.
2. The activities do not unreasonably interfere with each other.

Conflicts arising from multiple participation are to be managed according to the following general guidelines:

1. UIL activities take precedence over non UIL activities.
2. Performances or competitions take precedence over practices.
3. Activities scheduled well in advance may take precedence over those scheduled "at the last minute."

Foods of Minimal Nutritional Value

Elementary School Policy

No foods or beverages other than those provided through the school food service department may be made available to elementary school students at any time. Elementary classrooms may serve one nutritious snack per day in the morning or afternoon (not during lunchtime) under the teacher's guidance. The snack may be provided by the school food service, the teacher, parents, or other groups and should be at no cost to the students. At the teacher's option, parents may choose to use this snack time to provide health treats for birthday parties and other celebrations. With the exception of classroom birthday parties, alternative meals (pizza, BBQ, sandwiches, etc.) may not be provided to students in competition with meals made available by the school food service.

Foods of Minimal Nutritional Value

Junior High School Policy

Foods and beverages other than those provided through the school food service department may not be available to junior high students until the end of the regular school day.

Foods of Minimal Nutritional Value

High School Policy

Foods and beverages other than those provided through the school food service department may not be made available to high school students until the end of the last lunch period.

School staff shall not use food as a reward for student accomplishment. The withholding of food as punishment for students is prohibited. For example, restricting a child's selection of flavored milk at mealtime due to misbehavior in the classroom.

No food fundraising will be allowed on an elementary / Jr. High school campus during the school day.

A. Restricted Foods

Federal regulations prohibit the sale of certain foods, determined to be of minimal nutritional value, in the foodservice area during meal periods.

1. **Soda Water:** Any carbonated beverage. No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals and protein.
2. **Water Ices:** Any frozen, sweetened water such as "...sicles" and flavored ice with the exception of products that contain fruit or fruit juice.
3. **Chewing Gum:** Any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
4. **Certain Candies:** Any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients that characterize the following types:
 - a) **Hard Candy:** A product made predominantly from sugar and corn syrup that may be flavored and colored, and is characterized by a hard, brittle texture. Includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints and cough drops.
 - b) **Jellies and Gums:** A mixture of carbohydrates that are combined to form a stable gelatinous system of jellylike character and are generally flavored and colored, included gum drops, jelly beans, jellied and fruit-flavored slices.
 - c) **Marshmallow Candies:** An aerated confection composed of sugar, corn syrup, invert sugar, 20 percent water, and gelatin or egg white to which flavors and colors may be added.
 - d) **Fondant:** A product consisting of microscopic-sized sugar crystals that are separated by a thin film of sugar and/or invert sugar in solution such as candy corn or soft mints.
 - e) **Licorice:** A product made predominantly from sugar and corn syrup that is flavored with an extract made from the licorice root.
 - f) **Spun Candy:** A product that is made from sugar that has been boiled at high temperature and spun at a high speed.
 - g) **Candy Coated Popcorn:** Popcorn that is coated with a mixture made predominantly from sugar and corn syrup.

B. FMNV and Policy Exemptions

1. **School Nurses:** This policy does not apply to school nurses using FMNV's during the course of providing health care to individual students.

2. **Accommodating Students with Special Needs:** Special Needs Students whose Individualized Education Program (IEP) plan indicates the use of an FMNV or candy for behavior modification (or other suitable need) may be given FMNV or candy items.
3. **School Events:** Students may be given FMNV, candy items, or other restricted foods during the school day for up to three different events each school year to be determined by campus. During these events, FMNV may not be given during meal times in the areas where school meals are being served or consumed, and regular meal service (breakfast and lunch) must continue to be available to all students in accordance with federal regulations.

For Grades Pre-K through 5th Grade:

- * *The last day before Christmas Holidays*
- * *The last day of school before Easter Holidays*
- * *The last day of school*

For Grades 6th – 12th Grade:

- * *The last day before Christmas Holidays*
- * *Valentine’s Day or the Friday before if it falls on a weekend*
- * *The last day of school*

4. **TAKS Test Days:** Schools and parents may provide one additional nutritious snack per day for students taking the TAKS tests. The snack must comply with the fat and sugar limits of the Public School Nutrition Policy and may not contain any foods of minimal nutritional value or consist of candy, chips, or dessert type items (cookies, cakes, cupcakes, ice cream, pudding, or frozen desserts, etc.)
5. **Instructional Use of Food in Classroom:** For instructional purposes, teachers may use foods as long as the food items are not considered FMNV or candy. Students may consume food prepared in class for instructional purposes. However, this should be on an occasional basis, and food may not be provided or sold to other students or classes. Food provided for students as part of a class or school cultural heritage event for instructional or enrichment purposes would be exempt from the policy. However, FMNV may not be served during meal periods in the areas where school meals are being served or consumed, and regular meal service (breakfast and lunch) must continue to be available to all students.
6. **Field Trips:** School-approved field trips are exempt from the nutrition policy. A school official must approve the dates and purposes of the field trips in advance.
7. **Athletic, UIL, Band and Other Competitions:** The nutrition policy does not apply to students who leave campus to travel to athletic, UIL, band, or other competitions. The school day is considered to have ended for these students. School activities, athletic functions, etc. that occur after the normal day are not covered by the policy.

- C. This policy does not restrict what parents may provide for their own child’s lunch or snacks. Parents may provide FMNV or candy items for their own child’s consumption, but they may not provide restricted items to other children at school.

Hazing

Policy FNCC, FO

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 administrator.

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different

issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved 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 the principal's response.

Psychotropic Drugs

Policy FFAC

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

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

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

Student Attendance

Policy FEB

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require 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. Teachers, it is your responsibility to ensure that students have an Attendance Admit Slip after being absent from your class. All classroom teachers are to sign the Attendance Admit Slip and the last period teacher is to keep it at the end of the day. If the student does not have one, immediately send them to the office.

The Texas Education Code states that a student's absence may be excused for the following reasons:

1. Personal sickness
2. Sickness or death in the family
3. Quarantine
4. Weather or road conditions making travel dangerous
5. Any other unusual cause acceptable to the teacher, principal, or superintendent. This includes approved school-sponsored activities.

Student Discipline

Policy in the FN series and FO series

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

Student Records

Policy FI

Student records are confidential and are protected from authorized 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 of a minor or of a student who is a dependent for tax purposes
- The education (if 18 or older or attending an institution of postsecondary education)
- School officials with legitimate educational interests

Student Tardies

Students are expected to report to class before the tardy bell rings. Each teacher will be responsible for documenting student tardies. Students will not be sent to the office to receive a tardy slip.

Teachers, it is your responsibility to document all tardies. Three tardies will constitute as one absence. Any student receiving three tardies in a class shall be issued a referral.

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 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Superintendent's Office. Contract employees may resign at any other time only with the approval of the superintendent or board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

Non-Contract Employees

Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to your supervisor 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, DFCA, DFD, DFF

Employees on probationary, term, and continuing contracts can be dismissed during the school year or nonrenewed at the end of the year according to the procedures outlined in district policies. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or 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 whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF policies.

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. It is unlawful for the district to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance.

Exit Interviews and Procedures

Policy DC

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. All district keys, books, property and equipment must be returned upon separation from employment.

Reports to State Board for Educator Certification

Policy DF

The dismissal or resignation of a certified employee will be reported to the SBEC when the superintendent first learns about an alleged incident of conduct that involves the following:

- A reported criminal history,
- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- Soliciting or engaging in sexual conduct 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 school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event
- Violating assessment instrument security procedures

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

APPENDICES

APPENDIX A
Request for Discretionary Leave

San Isidro Independent School District

Request for Discretionary Leave

INSTRUCTIONS: This form will be used by all employees. The form must be submitted to your immediate supervisor 5 days in advance of the leave except in cases of unanticipated emergencies.

Discretionary leave may not be taken on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester, days scheduled for TAKS tests, or professional or staff development days.

Name: _____

Date(s) of Requested Absence: _____

Purpose (Please explain in detail) _____

Employee Signature: _____

Date: _____

Approved _____

Disapproved _____

Immediate Supervisor

Date

Approved _____

Disapproved _____

Superintendent

Date

APPENDIX B

Grievance Level One

SAN ISIDRO INDEPENDENT SCHOOL DISTRICT
P.O. Box 10
San Isidro, Texas 78588

EMPLOYEE COMPLAINT FORM
GRIEVANCE LEVEL ONE

Any employee filing a complaint must fill out this form completely and submit the form to his / her immediate supervisor or appropriate administrator by hand delivery, fax, or U.S. mail. All complaints will be processed in accordance with Board policy DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name _____

2. Address _____

Telephone Number _____

3. Position _____ Campus / Department _____

4. If you will be represented in voicing your complaint, please identify the person representing you.

Name _____

Address _____

Telephone Number _____

5. Please describe the decision or circumstances causing your complaint (give specific details).

6. What was the date, or dates, of the decision or circumstances causing your complaint?

7. Please explain how you have been harmed by this decision or circumstance.

Employee Complaint Form
Grievance Level One
Page 2

8. Please describe any efforts you have made to resolve your complaint informally and the responses to your effort.

With whom did you communicate? _____

On what date? _____

9. Please describe the outcome or remedy you seek for this complaint?

Employee's Signature: _____

Employee Representative's Signature: _____

Date of Filing: _____

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed, but may be refilled with all the required information if the refilling is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the Level One conference. Please keep a copy of the completed form and any supporting documentation for your records.

APPENDIX C
Grievance Level Two
Appeal Form

**SAN ISIDRO INDEPENDENT SCHOOL DISTRICT
P.O. Box 10
San Isidro, Texas 78588**

**LEVEL TWO
APPEAL NOTICE**

To appeal a Level One decision or the lack of a timely response after a Level One conference, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the Superintendent or designee within the time established in DGBA (LOCAL). Appeals will be heard in accordance with DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name _____
2. Address _____
Telephone Number _____
3. Position _____ Campus / Department _____
4. If you will be represented in voicing your appeal, please identify the person representing you.
Name _____
Address _____
Telephone Number _____
5. To whom did you present your complaint at Level One? _____
Date of conference _____
Date you received a response to the Level One conference _____

6. Please explain specifically how you disagree with the outcome at Level One.

Employee Appeal Form
Grievance Level Two
Page 2

- Attach a copy of your original complaint and any documentation submitted at Level One.
- Attach a copy of the Level One response being appealed, if applicable.

Employee's Signature: _____

Employee Representative's Signature: _____

Date of Filing: _____

APPENDIX D
Grievance Level Three
Appeal Form

SAN ISIDRO INDEPENDENT SCHOOL DISTRICT
P.O. Box 10
San Isidro, Texas 78588

LEVEL THREE
APPEAL NOTICE

To appeal a Level Two decision or the lack of a timely response after a Level Two conference, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the Superintendent or designee within the time established in DGBA (LOCAL). Appeals will be heard in accordance with DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

1. Name _____
2. Address _____
Telephone Number _____
3. Position _____ Campus / Department _____
4. If you will be represented in voicing your appeal, please identify the person representing you.
Name _____
Address _____
Telephone Number _____
5. To whom did you present your appeal at Level Two? _____
Date of conference _____
Date you received a response to the Level Two conference _____

6. Please explain specifically how you disagree with the outcome at Level Two.

Employee Appeal Form
Grievance Level Three
Page 2

7. Do you want the Board to hear this appeal in open session? _____
Please be aware that the Texas Open Meetings Act may prevent the Board from granting a request for Open Session.

- Attach a copy of your original complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.
- Attach a copy of the Level Two response being appealed, if applicable.

Employee's Signature: _____

Employee Representative's Signature: _____

Date of Filing: _____

