



Santa Fe I.S.D.

Employee Handbook

2015-2016

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EMPLOYEE HANDBOOK ACKNOWLEDGMENT – 2015-2016

NAME _____

CAMPUS/DEPARTMENT _____

I hereby acknowledge that I have been made aware that the Santa Fe ISD Employee Handbook is available to me in electronic format at the district home page documents at www.sfsd.org.

I agree to read the handbook and that I am responsible for abiding by the standards, policies, and procedures defined or referenced in this document.

The information in the employee handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will 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 or the Human Resources Office if I have questions or concerns or need further explanation.

Please sign and date this receipt and forward it to your campus secretary.

Signature

Date

If you do not have easy access to a computer as a part of your job responsibilities and would like a hard copy of the employee handbook, please check and sign below.

_____ I do not have access to a computer and am requesting a hard copy of the employee handbook.

Employee signature

Date

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. Suggestions for additions and improvements to this handbook are welcome and may be sent to the *Assistant Superintendent for Human Resources – Patti.Hanssard@sfisd.org*.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at <http://www.tasb.org/policy/pol/private/084909/>

Note to Employee

When using this handbook, be aware that not all policies referenced on these pages are contained in the appendix. However, all policies referenced in this handbook can be viewed in the SFISD Board Policy Manual which can be accessed on the SFISD District website.

www.sfid.org
<http://www.tasb.org/policy/pol/private/084909/>

(To access policy press ctrl + while selecting link)

If you need assistance locating a policy, contact your supervisor or the Human Resource Department office at 409-925-9030
Patti.Hanssard@sfisd.org

DISTRICT INFORMATION

A Quest for Excellence

A quest toward excellence in education for the students of the Santa Fe district has begun. A commitment from the board, staff and community forms the foundation for this challenging enterprise. As a staff member, you will help build a framework for sound instruction, as well as a safe and supportive environment for our students. A staff of quality individuals who care about their students as well as each other and who share a common commitment to excellence can accomplish anything. As together we begin the quest this school year, let us take pride in our commitment to improve the education and self-worth of each student in our care. With unity, pride and a commitment toward improving the education and self-worth of each student in our care, the quest of the school year begins.

We believe of all the assets that enhance the Santa Fe Schools, the most outstanding is our students. The success of students is the primary concern – all action is centered around that goal. In order to effectively perform duties and help students achieve success, it is important that all employees are aware of the policies and procedures that relate to their positions.

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. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Office.

The Santa Fe Independent School District is an equal opportunity employer. The Board of Trustees and its agents, officers, and staff members shall not discriminate on the basis of race, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legal protected status in making decisions regarding staff members or students. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Pride in Our Heritage

The western portion of Galveston County was uninhabited, treeless grassland until after Galveston financiers constructed the Gulf, Colorado & Santa Fe Railway through the area in the middle 1870's. When through rail service between Chicago and Galveston was established in 1887, developers saw possibilities for real estate speculation along the Santa Fe. Galveston interests established three towns toward the western edge of the county: Arcadia in 1890, Alta Loma in 1893, and Algoa in 1897. The new settlers engaged in many agricultural enterprises: truck and fruit farming, ranching, dairying.

Each of the towns operated its own school in a series of wooden buildings until Arcadia erected the Mainland's first brick school in 1909. Within five years all three towns had built similar two-story, red-brick, hip-roofed schools.

As roads were developed along the railroad, the Santa Fe Communities drew closer in shared concerns, and in 1928 organized the first consolidated school district in Galveston County, chose the name Santa Fe from their common railroad heritage, and, influenced by the Southwestern theme in Santa Fe advertising, built a Spanish Colonial high school between Arcadia and Alta Loma, on the road that ran beside the railroad. The first student body chose the Indian as the school symbol. The red-brick schools were used for grades one through six. In 1941 the first gymnasium was constructed.

At the end of World War II, as workers in Galveston and Texas City moved in, the population steadily increased. The schools were cramped for space, and about a dozen wooden buildings were acquired from the dismantled Camp Wallace and used as supplemental classroom space. In 1948 the long-sought Independent School District status was achieved.

In 1954, Santa Fe Elementary was opened, and instruction was centralized on one campus. In 1959 a new high school once more relieved crowded conditions. This was followed in the middle sixties by a new junior high (now Dan J. Kubacak Elementary) building, the first classroom building to be air-conditioned. The present junior high was occupied in 1973, (then Santa Fe HS) and a steady increase in enrollment and programs led to the enlargement of all the existing buildings. In 1984 the opening of Roy J. Wollam School helped ease the crowded conditions. In 2000 the current high school was opened, again relieving crowded conditions.

In 2008, a bond referendum made possible the addition of an agriculture facility, science wing and auditorium at Santa Fe High School, the renovation of Roy J. Wollam Elementary, Kubacak Elementary, Santa Fe Junior High, Transportation Center, and Cowan Education Center. The Old School Museum was dedicated in 2013 as an historical marker to honor the history and tradition of the community and school district.

Two major universities, medical schools, research centers, state and private colleges, and community colleges provide quick and easy access to a rich array of academic, cultural, and recreational activities. Hobby Airport is just 30 minutes away and Houston Intercontinental is only an hour to the north. Highly competitive airfares provide opportunities for low cost recreational and business travel.

In summary, spanning 72 square miles, Santa Fe ISD is now a 5-A school district with approximately 4,700 students, located thirty miles south of Houston and twenty miles northwest of Galveston. The close proximity to Houston and Galveston allows our students and staff accessibility to many of the educational, cultural, and recreational opportunities found in this diverse area.

Mission Statement

"To **PREPARE** all members of the Santa Fe Independent School District learning community to **ACHIEVE** and **SUCCEED** through innovative strategies and collaborative relationships."

GOALS

*M*aintaining a fiscally responsible district

*D*edicated in supporting all families at school and at home for life-long learning success by maintaining open communications with students, parents, staff and community

*P*roviding instructional leadership and quality professional development for all staff

*A*ligned to support students through rigorous curriculum, instruction, and leadership

*C*reating an environment of respectful, responsible and motivated individuals

Portrait of a Santa Fe ISD Graduate



Portrait of a Santa Fe ISD Graduate

<i>S</i> elf-Directed Learner	<ul style="list-style-type: none"> • Intrinsically motivated and seeks knowledge • Takes ownership of life-long learning • Reflective and willing to share knowledge • Encourages and supports a culture of learning
<i>F</i> ocused and Effective Communicator	<ul style="list-style-type: none"> • Shares respectfully ideas, listens attentively, and acknowledges different perspectives • Uses technology appropriately to communicate information • Communicates clearly ideas, both verbally and non-verbally, to all audiences • Applies effectively interpersonal and interview skills in a professional setting
<i>I</i> nnovative Problem Solver	<ul style="list-style-type: none"> • Identifies and analyzes problems • Resourceful, collaborative and creative • Seeks out current research, utilizes new technology, and is willing to take risks • Explores multiple solutions
<i>S</i> ervice-Oriented Citizen	<ul style="list-style-type: none"> • Volunteers and contributes back to their community by participating in selfless projects that help others • Advocates in a caring and responsible manner for their community and is empathetic towards the needs of others • Personable individual who understands and accepts diversity and promotes community pride
<i>D</i> edicated to Excellence	<ul style="list-style-type: none"> • Accepts challenges and perseveres through adversity • Devoted to academic success • Exhibits a disciplined work ethic • Holds high expectations/standards for self and others • Punctual and persistent



Board of Trustees

Policies BA, BB series, BD series, and BE series

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal law and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected on the first Tuesday after the first Monday in November of even numbered years and serve four year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

BOARD MEMBERS

Billy Burns	President
J.R. "Rusty" Norman	Vice President
Theresa Herzog	Secretary
John Rothermel	Trustee
Sheryl Skufca	Trustee
Bridget Tacquard	Trustee
Wayne Logan	Trustee

Trustees usually meet in the Board Room at Elizabeth Yaws Cowan Education Center at 4133 Warpath at 7:00 p.m. on the third Monday of every month. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at Cowan Education Center 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.

At regular meetings the Board shall allot 30 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in this portion of the meeting shall sign up at the designated place and time and shall indicate the topic about which they wish to speak.

No presentation shall exceed three minutes. Delegations of more than three persons shall appoint one person to present their views before the Board.

{Note: Those wishing to address the Board must sign up in the Superintendent's office at 4133 Warpath – by 4:00 p.m. on the Thursday prior to the Board Meeting}

Board Meeting Schedule for 2015-2016

2015

- July 20, 2015
- August 17, 2015
- September 28, 2015
- October 19, 2015
- November 16, 2015
- December 14, 2015

2016

- January 18, 2016
- February 15, 2016
- March 21, 2016
- April 18, 2016
- May 16, 2016
- June 20, 2016
- July 18, 2016

Central Support Staff

Administration Building

409 925 3526
P.O. Box 370
4133 Warpath
Santa Fe, TX 77510

Superintendent –Dr. Leigh Wall	409-925-9093
Assistant Superintendent for Curriculum & Instruction – Dr. Jackie Shuman	409-925-9010
Assistant Superintendent for Human Resources - Patti Hanssard.....	409-925-9030
Chief Financial Officer –Lee Davidson.....	409-925-9020
Director of Business & Technology Services – Rick Morrill	409-925-9061
Director of Professional Learning & Academic Achievement – Rachel Blundell.....	409-925-9013
Director of Nutrition Services – Cherie Bowers	409-925-9070
Director of Athletics – Mark Kanipes	409-927-3141
Director of Special Programs – Kathy Oliver.....	409-925-9050
Coordinator of Accountability & Assessment -Sara Ryan	409-925-9010
Chief of Police – Chief Walter Braun	409-927-3310
Tax Assessor/Collector – Kim Patterson	409-925-9040

Maintenance & Operations Office

409-925-9200
P.O. Box 370
4135 Warpath
Santa Fe, Texas 77510

Director of Maintenance & Operations – Bob Atkins	409-925-9200
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Transportation Department

409-925-2775
P.O. Box 370
3706 Jackson
Santa Fe, Texas 77510

Director of Transportation – David McMillian	409-925-2775
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SFISD School Calendar 2015-2016



Santa Fe ISD School Calendar 2015 - 2016

Revised 8/21/15



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First/Last Day of School/Graduation

9th Grade Orientation August 14, 2015
First Day of School August 24, 2015
Last Day of School June 2, 2016
Graduation June 3, 2016

Teacher Inservice/Workdays

New Teachers Only August 10-14, 2015

All Teachers

August 17-21, 2015
October 12, 2015
January 4, 2016 (Workday)
January 18, 2016
February 15, 2016
June 3, 2016 (Workday)

Student Holidays

September 7 Labor Day
*October 12 Teacher Inservice
November 23-27 Thanksgiving
December 21-Jan 1 Winter Break
January 4 Teacher Workday
January 18 Martin Luther King Day
*February 15 Teacher Inservice
March 14-18 Spring Break
March 25 Good Friday
May 30 Memorial Day

*Student Holidays if Not Used for Bad Weather Makeup Days

October 12, 2015
February 15, 2016

First Semester

First Nine Weeks 8/24/15 (38 days)
Second Nine Weeks 10/19/15 (40 days)

Second Semester

Third Nine Weeks 1/5/16 (47 days)
Fourth Nine Weeks 3/21/16 (52 days)

State Assessment Dates/Windows (T)

Oct. 19-22: TAKS Retests (HS)
Dec. 7-11: STAAR/EOC Retests (HS)
Feb. 29- March 3: TAKS Retests (HS)
March 7-April 6: TELPAS (Elem., JH, HS)
March 29-April 1: STAAR/EOC (Elem., JH, HS)
April 4-22: STAAR Alt 2 (Elem., JH, HS)
May 2-6: STAAR/EOC (JH-Alg. I, HS)
May 9-13: STAAR/EOC (Elem., JH, HS; includes SSI
5 & 8 Retests)
June 21-24: STAAR Retests (SSI – Grades 5 & 8)
July 11-15: STAAR/EOC/TAKS Retests (HS)

Early Release Dates:

Students Only: Oct. 28-29, June 2
District: Oct. 30, Dec. 18, March 24, June 3

Parent Conferences: October 28-29

Summer Hours: M – Thurs. (June 6-Aug. 5)

7:30-5:00 – (All District Buildings Closed on Fridays)

LEGEND

- ☒ New Teacher Orientation
- ☐ Inservice/Workday/Student Holiday
- < Begin Nine Weeks
- > End Nine Weeks
- △ Teacher/Student Holiday
- === Weather Makeup Day
- End Semester
- Student Early Release
- www First and last school day
- ★ 9th Grade Orientation
- T State Testing
- RT State Retesting
- C District Closure

Summer School
K-12
TBD

Board Approved – March 23, 2015
TEA Approved

Helpful Contacts

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

WHERE TO GO FOR HELP:

Superintendent's Office	409-925-9093
Business Office	409-925-9020
Accounts Payable.....	409-925-9023
Athletic Department.....	409-925-1141
Benefit's Office.....	409-925-9024
Nutrition Services	409-925-9070
Curriculum & Instruction.....	409-925-9050
Elementary ELA Curriculum.....	409-925-9046
Secondary ELA Curriculum	409-925-9016
Science Curriculum K-12	409-925-9047
Social Studies Curriculum	409-925-9081
Math Curriculum K-12	409-925-9015
Instructional Technology	409-925-9060
Accountability.....	409-925-9401
Special Programs	409-925-9050
Payroll Office.....	409-925-9025
Human Resources, Public Relations & Fine Arts.....	409-925-9032
Certification/Records	409-925-9033
Administrative Receptionist.....	409-925-3526
Tax Office	409-925-9040
Transportation	409-925-2775
Title IX and 504 Coordinator.....	409-925-9050

School Directory

Roy J. Wollam Elementary - 409-925-2770

P.O. Box 370

3400 Ave S

Santa Fe, TX 77510

Principal: Donna Carlson

Assistant Principal: Nick Boyd

Assistant Principal Intern: Ashley Barnes

Dan J. Kubacak Elementary - 409-925-9600

P.O. Box 370

4131 Warpath Ave

Santa Fe, TX 77510

Principal: Destini Martin

Assistant Principal: Casey Adoor

Assistant Principal: Andrea Donovan-Hull

Santa Fe Junior High - 409-925-9300

P.O. Box 370

4132 Warpath Ave

Santa Fe, TX 77510

Principal: Kimberly Ross

Assistant Principal: Ryan Kopp

Assistant Principal: Liz Davis

Assistant Principal: Alexis Knape

Santa Fe High School - 409-925-2700

P.O. Box 370

16000 Hwy. 6

Santa Fe, TX 77510

Principal: Colleen Dale

Associate Principal: Gina Seyl

Assistant Principal: Jenny Davenport

Assistant Principal: Brad Hubbell

Assistant Principal: Lauren Pilkington

EMPLOYMENT

Equal Employment Opportunity

Policies DAA, DIA

The Santa Fe ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, national origin, disability, military status, genetic information or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact Dr. Jackie Shuman, the District Title IX Coordinator – 409-925-9050. Employees with questions or concerns about discrimination on the basis of a disability should contact Dr. Jackie Shuman, the District ADA/Section 504 Coordinator-409-925-9050. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent – 409-925-9093.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis and posted on the district Web site.

The district uses the following criteria in its decisions regarding the hiring, dismissal, reassignment, promotion or demotion of district professional personnel:

1. Academic or technical preparation
2. Certification in Texas (or the eligibility for or progress toward certification)
3. Experience
4. Recommendations
5. Evaluations and interviews
6. Other Board Policies, as applicable

Employees may be classified as administrative, professional, clerical/technical, or auxiliary. Employees who work less than 10 hours a week do not qualify for employee benefits or Teacher Retirement.

Vacancies for professional and clerical/technical applicants are posted on the district website. When an opening occurs, principals or directors screen the applications and identify the applicants to be interviewed. Selection is made by the appropriate administrator and staff members. Professional and clerical/technical recommendations are made to the Superintendent. For all professional employees the superintendent makes a recommendation to the Board of Trustees, who have the final approval.

Employment after Retirement

Policy DC

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

An employee planning to retire from the District shall contact the Teacher Retirement System of Texas for all information regarding retirement benefits, including the effect on such benefits of returning to employment.

No person shall be hired under this policy for either a full-time or part-time position until the former employee has been officially retired for at least one full calendar month.

Prohibitions Regarding Rehire

The following former employees shall not be eligible for rehire by the District in any position, including a substitute position, except as may be determined by the Superintendent or designee for extenuating circumstances:

1. An employee who has been terminated from the District;
2. An employee whose contract has been nonrenewed by the District;
3. An employee who has resigned in lieu of termination or nonrenewal; and
4. An employee who has resigned after the Board has proposed termination or nonrenewal.

This provision shall not apply to an employee who is terminated, nonrenewed, or who resigns solely for budgetary reasons as determined by the Superintendent or solely as part of a reduction-in-force due to financial exigency or program change [see policies at DFFA and DFFB]. In such instances, the employee shall receive written notification from the Superintendent or designee that the employee is eligible for rehire.

Contract and Noncontract Employment

Policies DC series

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

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

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed on line or copies will be provided upon request.

Dual-Assignment Contracts. Many classroom teachers have extracurricular or supplemental duty assignments such as coaching or club sponsorships that are not directly related to the regular assignment or teacher contract. For some positions the supplemental duties are critical to the overall job assignment such as a band director or football coach. A dual-assignment contract makes both assignments inseparable so that an employee cannot resign the coaching position without also resigning the other. This is an advantage for districts with limited positions available for reassignment. If, for example, the football coach no longer wanted to coach but wanted to continue as a full-time teacher, the district could accommodate the request with a new contract but would not be obligated to do so.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

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

Certification and Licenses

Policies DBA, DF

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

A certified employee's contract may be voided without due process and employment terminated if the

individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact **Debbie Brouillard at 409-925-9033** if you have any questions regarding certification or licensure requirements.

Searches and Alcohol and Drug Testing

Policy DHE

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

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

Employees operating personal vehicle for school business. A valid driver's license and minimum insurance requirements as set forth by the State of Texas must be obtained prior to District employees operating their personal vehicle for school related business.

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 when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees 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 **David McMillian, Director of Transportation at 409-925-2775**.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety.

Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another reorganization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to **Athletic Trainer-409-927-3141**, by the beginning of their first contest.

Reassignments and Transfers

Policy DK

All personnel are employed subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment or reassignment is in the best interest of the District. Reassignment shall be defined as a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Any change in an employee's contract shall be in accordance with policy DC.

Any employee may request reassignment within the District to another position for which he or she is qualified.

Campus Assignments: The principal's criteria for approval of campus assignments and reassignments shall be consistent with District policy regarding equal opportunity employment, and with staffing patterns approved in the District and campus plans. [See BQ series] In exercising their authority to approve assignments and reassignments, principals shall work cooperatively with the central office staff to ensure the efficient operation of the District as a whole.

Supplemental Duties: Non-contractual supplemental duties for which supplemental pay is received may be discontinued by either party at any time. An employee who wishes to relinquish a paid supplemental duty may do so by notifying the Superintendent or designee in writing. Paid supplemental duties are not part of the District's contractual obligation to the employee, and an employee shall hold no expectation of continuing assignment to any paid supplemental duty.

Workload and Work Schedules

Policies DEA, DEAB, DK, DL

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

Routine Responsibilities. The administration shall determine the distribution of work among members of the staff. The Superintendent and principals shall require each staff member to be on duty before and after regular school hours long enough to plan and carry out individual professional responsibilities. These responsibilities shall include planning, supervision, guidance, instruction, and other routine duties

or assignments made by the Superintendent or the principal, such as work related to extracurricular activities, hall duty, and cafeteria duty.

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

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See *Overtime Compensation* on page 24 for additional information.

Breaks for Expression of Breast Milk

Policies DEA, DEAB, DG

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

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

Notification to Parents Regarding Qualifications

Policies DK, DBA

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 highly 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 on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status can call **Patti Hanssard at 409-925-9030**

Outside Employment and Tutoring

Policy DBD

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

Employees tutoring students for payment are required to disclose such in writing to their immediate supervisor, and must not be the teacher of record for any students being tutored outside the classroom. Tutoring sessions must be conducted outside the district/off campus, must not use SFISD classrooms or supplies, and SFISD shall not give direction regarding the tutoring method given. Payment made by students or their parents for tutoring must be made directly to the teacher.

Performance Evaluation

Policies DN series

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

Request for second PDAS Appraiser

A teacher may submit a written response or rebuttal after receiving a written observation summary, summative, annual appraisal report, and/or other documentation associated with the teacher's appraisal. The rebuttal is to be attached to the evaluation in the teacher's personnel file. *Education Code 21.352(c); 19 TAC 150.100(a)*

A teacher may request, in writing, a second appraisal by another certified appraiser after receiving a written observation summary and/or a written summative annual appraisal report. *Education Code 21.352(c); 19); 19 TAC 150.100 (a)AC 150.100(c)* Upon a teacher's written *request* for a second appraiser, the Superintendent or designee, shall select the second appraiser from a Board approved list of trained appraisers.

The formal observation for a second appraisal shall be unscheduled. The assigned second appraiser will evaluate in a 45 minute observation Domains I-IV. When a second observation is completed, the scores from the two appraisers shall be averaged for Domains I-IV. Domains V-VIII will remain and not be a combined score. However, the Teacher Self-Report Form and Cumulative data from the first appraisal may be reviewed. The resulting average shall constitute the teacher's score for the appraisal period.

DNA (LEGAL) DNA (LOCAL)

Employees may present complaints regarding the evaluation and appraisal process in accordance with the District's complaint policy for employees. [See DGBA]

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Santa Fe ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district’s planning and decision-making process, employees are elected to serve on district – or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the **Office of the Superintendent – 409-925-9093**.

Staff Development

Policy DMA, Regulations

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. (See DMA Legal)

All professional staff (including but not limited to principals, counselors, librarians, educational diagnosticians, supervisors, coordinators, directors and teachers) shall participate in professional learning activities and shall be required to complete 36 clock hours of professional growth each year. [See (Regulations)]. A year begins in May and goes through April of the next school year.

District employees who are classified in the administrative management pay structure or nonprofessional employees who hold certificates or licenses shall be required to maintain their certification or licensure in the fields for which they are employed.

All paraprofessional staff (aides and clerical) will be required to attend 5 hours of training each year to occur during the school day.

PROFESSIONAL LEARNING CONTINUING PROFESSIONAL LEARNING

(REGULATION)

PROFESSIONAL LEARNING CREDITS ACTIVITY

CREDIT HOURS

Professional learning Workshop, Conference or In-Service
National, State or Regional-reflective summary required
Campus-*Eduphoria* record/certificate
District- *Eduphoria* record/certificate

Hour for hour

**Presenting at National or District Conferences, Workshops,
In-services**

2 hours for 1 hour
presentations

Developing Curriculum Curriculum Coordinator approval needed (No hours if paid to work on curriculum)	4 hours/day
District Designated Mentor Human Resources approval needed	6 hours/yr.
Professional Book Study District Curriculum Dept. approval needed (Submit proposal)	3 hours
College Credit Hours Transcript must be submitted Hours must be applicable to current assignment or to Obtain further advancement	3 college hrs=15 hours
District On-Line Staff Development <i>Eduphoria</i> record/certificate required	variable
District Committees DEIC-District certificate CIC- Campus Certificate Other District Committees-Determined by Chairperson and approved by District designee	4 hours 4 hours variable
Other requests -Submit a proposal and it will be reviewed by the Principal	

COMPENSATION AND BENEFITS

Salaries, Wages, and Stipends

Policy DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. **(See *Overtime Compensation*, page 24)**

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

Employees should contact the Assistant Superintendent for Human Resources for more information about the district's pay schedules or their own pay. **(See *DEA (Local)-X*)**

Annualized Compensation

Policy DEA Local

The District shall pay all salaried employees over 12 months, regardless of the number of months employed during the school year. A salaried employee shall receive his or her salary in equal monthly or bimonthly payments, beginning with the first pay period of the school year.

Paychecks

All employees are paid bi-monthly on the 10th & 25th day of each month unless the 10th or 25th fall on a non-work day, in which case payday will be on the closest work day to the 10th or 25th. An employee's payroll statement contains detailed information including deductions and withholding information, and leave accumulated and used. This information can be viewed online at www.sfid.org at **Employee Access**.

If you have questions about your payroll statement, contact the **Payroll Department at 409-925-9025**.

Pay Dates for 2015-2016

SANTA FE INDEPENDENT SCHOOL DISTRICT
PAY PERIODS FOR 2015-2016

**PAYROLL DUE DATES
ARE CRITICAL!!**

All Manual Trades, Substitutes, Police, Crossing Guards and Extra Duty are due to payroll on the same day!

<u>PAY PERIOD</u>		<u>DUE TO PAYROLL</u>	<u>PAYDATE</u>
From	To		
★ 8/2/15	8/22/15	8/26/15	9/10/15
8/23/15	9/5/15	9/9/15	9/25/15
9/6/15	9/19/15	9/23/15	10/9/15
9/20/15	10/3/15	10/7/15	10/23/15
10/4/15	10/17/15	10/21/15	11/10/15
10/18/15	10/31/15	11/4/15	11/20/15
11/1/15	11/14/15	11/18/15	12/10/15
11/15/15	11/28/15	12/2/15	12/18/15
11/29/15	12/12/15	12/16/15	1/8/16
★ 12/13/15	1/2/16	1/6/16	1/25/16
1/3/16	1/16/16	1/20/16	2/10/16
1/17/16	1/30/16	2/3/16	2/25/16
1/31/16	2/13/16	2/17/16	3/10/16
2/14/16	2/27/16	3/2/16	3/24/16
★ 2/28/16	3/19/16	3/23/16	4/8/16
3/20/16	4/2/16	4/6/16	4/25/16
4/3/16	4/16/16	4/20/16	5/10/16
4/17/16	4/30/16	5/4/16	5/25/16
5/1/16	5/14/16	5/18/16	6/10/16
5/15/16	5/28/16	6/1/16	6/24/16
5/29/16	6/11/16	6/15/16	7/8/16
★ 6/12/16	7/2/16	7/6/16	7/25/16
7/3/16	7/16/16	7/20/16	8/10/16
7/17/16	7/30/16	8/3/16	8/25/16
★ 7/31/16	8/20/16	8/24/16	9/9/16

★ Three week pay period

Automatic Payroll Deposit

The district requires all employees to have direct deposit. Employees will have their paychecks electronically deposited into an account at their financial institution. A notification period of 60 days is necessary to activate this service. Employees will be responsible for the accuracy of their account number and bank routing number. The Payroll department will not verify this with your bank. Employees may want to contact their financial institution to confirm these numbers before completing the form. Contact the **Payroll office at 409-925-9025** for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax
- Medicare tax (applicable only to employees hired in this district after March 31, 1986)

Other Payroll Deductions

Other payroll deductions employees may elect to include are 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, United Way and approved alternative certification programs. Salary deductions are automatically made for unauthorized or unpaid leave.

The Santa Fe Texas Education Foundation, the official charity of the district, was founded in 2010. The Foundation is governed by an independent board, which includes educator, administrator, and trustee representatives. The organization raises funds through events, corporate sponsorships, advertisement sales, and automatic payroll deduction donations. A payroll deduction form for contributions to SFTXEF is located in the appendix. For more information visit www.sfid.org/educationfoundation or contact **Jodi Gidley at 925-9080 or Jodi.gidley@sfisd.org**.

Overtime Compensation

Policy DEAB

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek. Employees must work more than 40 total hours in a week to earn overtime compensation. Employees must obtain prior written permission from their direct supervisor to work additional hours beyond normal established work hours. For the purposes of Fair Labor Standards Act (FLSA) compliance, the workweek for District employees shall be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

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

- Comp time must be used within 90 days from the date that it is earned.
- Use of comp time may be at the employee's request with supervisor approval as workload permits or at the supervisor's direction.
- An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.
- All unused non-duty time for non-exempt employees will be rolled over to comp time on July 1st annually.
- Any unused compensatory time will be paid upon the employee's separation from the District.

An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC (LOCAL)]. The District may require an employee to use compensatory time when in the best interest of the District.

Non Duty Days for 11 and 12 Month Employees

An employee who works on an 11- or 12-month schedule may take non-duty days from July 1st of a calendar year through August 31st of the following calendar year. This constitutes a 14-month period of time for the use of non-duty days.

The employee and his or her supervisor shall be responsible for the scheduling of leave and recordkeeping. At the District's discretion an employee shall be required to use non-duty days during certain times of the year when the District is closed.

The District shall not reimburse an employee for any unused non-duty days (including extended non-duty) upon his or her separation from employment with the District.

Nothing in this policy shall alter the at-will status of an employee or alter any provision regarding earned compensatory time or payment for overtime hours worked by non-exempt employees.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and the Chief Financial Officer must give approval. For approved travel, employees will be reimbursed for mileage

and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS-Active Care, the statewide public school employee 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 employed for 10 or more regularly scheduled hours per week.

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

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the **Benefits Office at 409-925-9024** for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, life, critical illness, disability and accident. Premiums for these programs can be paid by payroll deduction. Employees should contact the **Benefits Office, 409-925-9024** for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125). This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., health, flexible spending, HSA, dental, vision, life, critical illness). Per IRS regulations, all employees must accept or reject these benefits on an annual basis and during the specified time period.

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has worker's compensation coverage through Deep East Texas Workers Compensation Fund effective the first day of employment. Benefits

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

All work-related accidents or injuries should be reported immediately to the supervisor or principal. The Employer's First Report of Injury form should be completed within the first twenty-four hours. These forms are maintained in each office. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

When returning to work you must bring a statement from your physician indicating your ability to return to work.

An employee on workers' compensation leave shall use concurrently any available family and medical leave. After family and medical leave is exhausted, the employee may elect to use paid leave benefits, if any. In such case, the District shall pay the difference between the weekly income benefit received under workers' compensation and the employee's regular weekly compensation and shall charge leave proportionately.

See *Workers' Compensation Benefits, Page 39 for information on use of paid leave for such absences.*

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the **Human Resources Office, 409-925-9030**.

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). Substitute's not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Payroll office as soon as possible. Information on the application procedures for TRS benefits is available from the Payroll office. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us).

Reimbursement at Retirement

Policy DEC (Local)

The following leave provisions shall apply to state personal leave earned beginning on the original effective date of this program.

Employees who take full-service retirement under TRS with a combination of age and service years equal to 80 or more shall be compensated for accrued state personal leave days earned while employed by the District. The compensation for all job families is outlined in HR Regulations 7.10, (P:\Admin\HR\HR Adm Regs), for those employees who have ten or more years of service with the District. The maximum number of days that shall be compensated under this policy shall be 50. To be eligible to participate, employees must meet the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or non-renewed.
2. The employee must submit a written notice of resignation to the Superintendent no later than March 1st of the current year with a retirement date of no later than June 30 of the same year.
3. The employee must work the entire school year or the required number of days established in their contract, whichever is greater.
4. Transfer days shall not be honored for purposes of this policy.

Accrued state personal leave days for which reimbursement is paid to the employee shall be deducted from the employee's service record. This benefit will be paid to the employee in his/her June 25th paycheck or upon confirmation from TRS of the employee's retirement.

Other Benefit Programs

Tax Sheltered Annuities

SFISD employees have the option to participate in tax sheltered annuity products as a means of personal savings and investments. The annuity amount reduces the employee's gross wages before any withholding tax is computed, thus reducing the amount of income tax the employee would normally pay to the Internal Revenue Service. The taxes are due when the saved funds are withdrawn in future years. Annuitants are penalized on any withdrawals made before age 59 1/2.

Credit Unions

The Gulf Coast Educators Credit Union, 1101 W. Main, League City, TX 77573 and Amoco Federal Credit Union, 409-948-8541 offer a variety of financial services to district employees and their immediate families. Some of the programs available to credit union members include checking and savings accounts, IRAs and Money Market accounts, auto loans, Master Card, safe deposit boxes and Pulse ATM cards. Members can also purchase discount tickets to AMC and General Cinema theaters, Sea World, Six Flags and other events and attractions. Contact Gulf Coast Educators Federal Credit Union at 281 332 0724 or Amoco Federal Credit Union at 409-948-8541 for complete information membership and benefits. Payroll deduction is available for deposits to credit union accounts.

Benefit Continuation

For an employee on unpaid leave of absence there is the option to continue the health insurance at his or her own expense by paying the premium in advance, for a period not to exceed six months. If at the end of that time the employee is still on unpaid leave of absence, COBRA coverage shall be offered.

Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 entitles all covered employees to continue their insurance coverage for up to 18 months after terminating employment with the district. This option requires that the employee (or the employee's dependents) pay both the employee's and the district's contributions for group premiums (see Policy Manual CRD and CRD (local). The Benefit's Office can answer any questions on COBRA coverage.

Transfer of Non-Resident Employee's Children

Children of non-resident District employees, who meet and maintain certain criteria, are eligible to attend District schools at no expense. For more information contact the **Superintendent's secretary at 409-925-9093**.

LEAVES AND ABSENCES

Policy DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should call the **Benefits office-409-925-9024**, for counseling about their options, continuation of benefits, and communicating with the district.

Use of Leave

Policy DEC, DECA, DECB

Leave must be used in one-half day increments. However, if an employee is taking intermittent family and medical leave, leave shall be recorded in one-hour increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- State Personal Leave
- State sick leave accumulated before the 1995-96 school year.

Use of extended sick leave days **and sick leave bank days** shall be permitted only after all available state and local leave has been exhausted.

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

Medical Certification

Any employee who is absent more than 3 days because of personal or family illness must submit a medical certification from a qualified health care provider confirming the specific date of the illness, the reason for the illness, and – in the case of personal illness – the employee’s fitness to return to work.

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

Continuation of Health Insurance

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

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Personal Leave

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

Nondiscretionary

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

Discretionary

Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor **three days in advance** of the anticipated absence. 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.

- A maximum of 5% campus employees will be permitted to take discretionary personal leave at the same time.
- Discretionary leave may not last more than 3 consecutive workdays.
- Discretionary leave shall not be allowed on the following key days: On the day before or after a grading period, the day before or after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state standardized tests, or professional or staff development days.

Leave Proration

If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year,

the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

State Sick Leave

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

If an 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.

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

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

Local Leave

All full-time employees in positions requiring at least 20 hours per week shall earn five, six or seven equivalent paid local leave days per school year in accordance with administrative regulations for positions requiring ten, eleven or twelve months of service, respectively. For employees in positions requiring 10, 11, or 12 months of service, respectively, local sick leave shall accrue at a rate of one-half workday for each 15 days of employment. For persons in positions requiring eleven or twelve months of service, the first five days of local sick leave shall accrue at a rate of one-half half workday for each 15 days of employment; the additional one or two days shall accrue at a rate of one day per month for each month worked over ten months.

Local leave shall accumulate to a maximum of 100 workdays.

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

Local sick leave is earned on a one-half day for each fifteen workday's basis. Leave is available for the employee's use from the first of the school year. If an employee leaves the district before the end of the work year, the cost of any unearned leave days shall be deducted from the employee's final paycheck. Local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995-96 school year. [See DEC (LEGAL)].

An employee may also use local leave for absences related to the birth or placement of a child when leave is taken within the first year after the child's birth, adoption, or foster placement.

260 Day Employee Vacation Leave

In addition to local and state leave, each 260 maintenance or custodial employee shall earn one vacation day for each 26 days worked per school year. All such days shall be available for use at the beginning of each school year. Any unused vacation leave from the previous school year shall be forfeited prior to the beginning of the next school year. An employee who separates from service with the District shall be paid his or her current hourly rate for unused vacation leave days. If an employee is terminated or if the District accepts a resignation in lieu of termination, an employee shall not be paid for any earned but unused vacation days except as may be required by law. [See DED (LOCAL)]

Holidays

The District shall provide paid holidays for certain categories of employees in accordance with the District's annual calendar and administrative regulations. [See DEC (Local)]

Extended Local Sick Leave for the Employee

An employee who has exhausted all state leave and local sick leave shall be granted up to a maximum of 20 days extended leave per employee's contracted year to be used only for the employee's critical illness, injury, or disability that results in the employee's inability to perform the functions of his or her position. Extended sick leave shall not be granted for elective surgery. Extended leave shall be non-cumulative. In order to qualify for this benefit the employee will need current medical documentation certifying a condition or combination of conditions affecting the physical or mental health of the employee that requires the services of a licensed physician or psychologist throughout the period of leave and for no less than five days.

Disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions, for all job-related purposes, shall be treated the same as disabilities caused or contributed to by other medical conditions.

In order to qualify for extended sick leave, the employee must have been employed by the District for at least 5 years and have worked for 1,250 hours during the previous 12-month period. Before extended sick leave may be used, a written request shall be presented to the Superintendent for approval.

Employees with fewer than ten years of service in the District shall be granted up to 15 workdays; employees with ten or more years of service shall be granted up to 20 workdays.

For professional employees, the certified long-term substitute's daily rate shall be deducted from the employee's pay during this time whether or not a substitute is employed.

Paraprofessional and auxiliary employees shall be permitted extended sick leave under the same conditions, except that a deduction of one-half the daily rate of pay, not to exceed the certified long-term teacher substitute pay rate, shall be made.

If an employee returns from extended sick leave and has not used all of the days available in a fiscal year, the employee may reapply for the remaining days for the same or a different illness, injury, or

disability, provided it meets the initial criteria.

Eligibility

To be eligible for extended sick leave, the following shall apply:

The employee shall submit a statement from a health-care provider licensed to practice in the state of Texas verifying the illness, disability, or a relative or representative of the employee may submit certification of the employee's death.

The employee shall submit a written request to the principal or supervisor, who shall forward the request with a recommendation to the Superintendent.

For the Employee's Child, Spouse, or Parent

An employee who meets the eligibility standards for extended leave described above, whose dependent child, spouse, or parent is suffering from a catastrophic illness or disability, shall be granted per employee's contracted year a maximum of ten workdays for employees with ten or more years of service in the District and five workdays for employees with at least five years of service in the District subject to the terms and conditions applicable to use of extended leave for personal illness or disability.

A written request for extended sick leave, to be submitted to the Superintendent or designee for approval, must be accompanied by medical certification of the illness or injury specifying that the absence will require the care of the licensed practitioner.

For professional employees, a certified long-term substitute's daily rate of pay shall be deducted for each day of extended sick leave taken, whether or not a substitute is employed.

For paraprofessional and auxiliary employees, one-half the employee's daily rate of pay, not to exceed the certified long-term teacher substitute daily rate of pay, shall be deducted for each day of extended sick leave taken, whether or not a substitute is employed.

An employee who returns to work after using extended sick leave, and who has not used the maximum number of extended sick leave days available in a fiscal year for the qualifying reason, may reapply for the remaining days for the same or a different qualifying catastrophic illness or injury.

Child Nurturing Leave

An employee who adopts a child below the age of one year shall be eligible to use up to a maximum of 20 workdays of accumulated local leave for child bonding purposes. Any other days taken for this purpose shall be without pay.

Family and Medical Leave (FMLA) – General Provisions

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

For the purposes of an employee's entitlement to FMLA, the 12-month period shall be July 1 through June 30.

Eligibility Requirements: 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. Employees are eligible to take up to 12 weeks of unpaid leave in the 12 month period from July 1 through June 30.

Basic Leave Entitlement

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

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

Combined Leave for Spouses

If both spouses are employed by the District, family and medical leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition may be limited to a combined total of 12 weeks as determined by the needs of the district.

Intermittent Leave for Child Care

Use of intermittent family and medical leave with a one-week minimum shall be permitted for the care of a newborn child or upon the adoption or placement of a child with the employee.

Military Family Leave Entitlement

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

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

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

Benefits and Protections

During FMLA, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

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

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

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

Definition of Serious Health Condition: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

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

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employer may require use of accrued paid leave while taking FMLA. In order to use paid leave for FMLA, employees must comply with the employer’s normal paid leave policies.

Employee Responsibilities

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

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

Employer Responsibilities

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

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

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer to:

Interfere with, restrain, or deny the exercise of any right protected under the FMLA:

Discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

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

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

FMLA section 109 (29 U.S.C., § 2619) required FMLA covered employers to post the text of this notice.

Regulations 29 C.F.R. §825.300 (a) may require additional disclosures.

For additional information:

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

www.wagehour.dol.gov

Local Family and Medical Leave Provisions

Eligibility Requirements

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. Employees are eligible to take up 12 weeks of unpaid leave in the 12 month period from July 1 through June 30.

Use of Paid Leave

FMLA runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FMLA, if applicable, and notify the employee that accumulated leave will run concurrently.

Concurrent Use of Leave

When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.

The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave.

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

Combined Leave for Spouses

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

Intermittent Leave

When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

District Contact

Employees that require FMLA or have questions should contact the **Benefits Office at 409-925-9024** for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees

Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave.

The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature.

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

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

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

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

Workers' Compensation Benefits

Any full-time employee whose position requires educator certification by the State Board of Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days.

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave.

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

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 nonresponsible 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.

Bereavement Leave

An employee shall be granted in a school year the maximum of three paid bereavement days per occurrence to be used for the employee's absence to attend the funeral of the employee's spouse, child, parent, brother, sister, stepson, stepdaughter, stepparent, stepsister, stepbrother, parent-in-law, brother-in-law, sister-in-law, daughter-in-law, grandparent, spouse's grandparent, or grandchild. The days shall be consecutive calendar days, one of which must be the day of the funeral. The employee shall receive regular hourly or daily rates for days missed, provided the days are regularly scheduled workdays.

Jury Duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and may retain any compensation they receive. If released from jury duty within the work day (duty hours), employees are expected to return to work for the remainder of their contract or duty time. Failure to comply may result in loss of wages.

Other Court Appearances

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

Military Leave

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue team is entitled to paid leave for authorized training or duty orders. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use

available state and local personal or sick leave during a time of active military service.

Re-employment after military leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the period of time specified by law to the Human Resource office. In most cases, the length of federal military service cannot exceed five years.

Continuation of health insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the **Benefits office at 409-925-9024** for details on eligibility, requirements, and limitations.

Catastrophic Illness or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Complications resulting from pregnancy shall be treated the same as any other condition.

Sick Bank Leave

The District shall establish a sick leave bank that employees may join through contribution of local leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave.

If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

The Superintendent or designee shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must donate to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;

4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

EMPLOYEE RELATIONS AND COMMUNICATIONS

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include Santa Fe 1st Year Teacher of the Year, Elementary and Secondary Teacher of the Year, Educational Support Employee of the Year, Substitute of the Year, tenure awards, attendance awards and other individual or campus awards. Several of these awards are presented at the yearly employee appreciation breakfast.

District Communications

Throughout the school year, the Central office publishes newsletters, brochures, flyers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following: Website, School Messenger, Public Folders, “Smoke Signals” Newsletter, email, and local newspaper.

Public Relations

The district has always been committed to promoting good community relations by keeping the public well informed about its schools. The Superintendent appoints a designee who serves as public information officer for the district. Principals are responsible for news media coverage of school activities. Teachers or employees who wish to publicize a program or activity should first receive clearance from the building principal or supervisor and then forward to the **District Public Relations Officer, Patti.Hanssard@sfisd.org**, for publication. Any information sent to the news media from the schools should be copied to the Superintendent.

Public relations is not just the responsibility of the District’s building principals, it is the responsibility of every employee. Your approach to every student, parent, colleague or patron reflects on the district. Every effort should be made to make that reflection a positive one.

COMPLAINTS AND GRIEVANCES

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns 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 procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted in policy DGBA (Local). *See Board Policy @ www.sfid.org.*

Guiding Principles

Informal Process

The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Direct Communication with Board Members

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

Formal Process

If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Notice to Employees

The District shall inform employees of this policy.

Freedom from Retaliation

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

Whistleblower Complaints

(DG Legal)

Whistleblower complaints shall be filed within the time specified by law and may be made to an appropriate law enforcement authority who is a part of a state or local governmental entity or the federal government that the employee in good faith believes is authorized to:

1. Regulate under or enforce the law alleged to be violated in the report; or
 2. Investigate or prosecute a violation of criminal law.
- *Gov't Code 554.002*

Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]

Complaints against Supervisors

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

Complaints

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

Exceptions

This policy shall not apply to:

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

General Provision

Filing

Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline,

as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Response

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

Days

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

Representative

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

The employee may designate a representative through written notice to the District at any level of this process. If the employee designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.

Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

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

Complaint Form

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

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference.

After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

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

Level One

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor. If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

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

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

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

Level Two

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

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

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

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.

4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

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

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

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

Level Three

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

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

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two complaint. The employee may request a copy of the Level Two record.

The Level Two record shall include:

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

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

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

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

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions

from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

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

EMPLOYEE CONDUCT AND WELFARE

Standards of Conduct

Policy DH

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

- Recognize and respect the rights of students, parents, and other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent first knew of the incident. *See Reports to the Texas Education Agency p.74 for additional information.*

Every district employee will be required to sign and submit a confidentiality statement. (Form in appendix)

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

Texas Educators' Code of Ethics

Purpose and Scope

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

effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations written local school board policies, and other state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

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

Posting Prohibition

An employee who has obtained access to public information regarding another employee, whether by means of a public information request or otherwise, shall not post such information in District offices, on campuses or in any other manner.

Audio Recording

An employee who wishes to make an audio recording of a conversation with another District employee shall disclose his or her intention prior to making any recording. [See DGBA]

Violations of Standards of Conduct

Employees 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 their status as District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

Personal Electronic Communication Devices

An employee shall limit use of personal electronic communication devices to send or receive calls, text messages, picture messages, or video messages to his or her break time, meal time, or before and after scheduled work hours, except for an emergency or when use is authorized by a supervisor for the purpose of conducting District business.

Safety Requirements

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Attendance/Tardiness

The District expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, the District has established sick leave, salary continuation, and benefit plans to compensate employees for certain time lost for legitimate medical reasons. Failure to comply with one or more of the procedures listed below may lead to discipline action up to and including possible termination of employment.

- Employees are expected to clock in/out and/or sign in/out, with their actual arrival/departure times as applicable in accordance with Department or campus procedures when arriving, departing or leaving the campus or department during the work day if the departure is not a part of their normal work day.
- Employees are expected to call in by phone (or an agreed upon communication method ie. text, etc.) and notify their supervisor or designee of an expected absence as soon as possible prior to the beginning of the work day.
- If the employee is unable to report to work or should need a substitute, the employee should give as much notice as possible to the supervisor and must enter the absence in Aesop if a substitute is

needed. All employees are required to enter their leave time in Time Off for any absence whether or not a substitute is needed. An employee who fails to report to work and who fails to notify her/his supervisor as soon as possible prior to the beginning of the work day, is considered “absent without notification.”

- An employee who will be absent for more than one day must keep the supervisor informed on a daily basis of her/his status and notify the supervisor of the expected date of return.
- Employees are expected to report to work at the established reporting time. An employee who reports to work after the established reporting time will be considered tardy.
- Employees are expected to work their entire scheduled work day. An employee who leaves work before the scheduled ending time is considered to have left early. Employees who need to leave early must have prior approval from their supervisor or designee.

Employee’s Children in the Workplace

The district understands the problems associated with child care, but it also realizes its responsibility to the students and parents in providing a quality education. Generally, most work settings do not permit a child to accompany a parent to work, and the parent must make arrangements for child care. As a District, we are trying to meet the needs of our employees, as well as our constituents. Therefore, the following guidelines are to be followed when it is necessary to bring children to work for brief periods of time.

Times and events during which a child may not accompany his/her caretaker to work:

- *In-service Days
- *Workdays
- *Open House
- *Meet the Teacher Night
- * Any other work related event when an employee is expected to be on duty.

Places where employees’ children may not be while accompanying their caretakers to work:

- *Offices
- *Employee Lounges, restrooms or workrooms
- *Bookrooms
- *Storage or utility areas

Children may not be in instructional settings while other students are present. The exceptions are those students in grades 5 through 12 who may assist with tutoring if approved in writing by the supervisor.

Employees are expected to provide supervision for their children at all times. If students are found to be unsupervised or causing disruptions, parents will be required to provide child care. The district offers Creative Explorers Day Care for employee’s children before and after school.

Supervisors are responsible for monitoring to assure all students are provided a safe and secure environment.

Required Attendance at Special Events

Attendance is required at special events such as Open House or Meet the Teacher Night. If, for whatever reason, an employee cannot be present, he or she shall notify the campus principal, as soon as possible. Arrangements shall be made at that time to provide an alternate date and time for parents and students to

meet with the employee. This alternate date and time shall be scheduled outside regular working hours.

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 standards established by their supervisors and approved by the Superintendent. (See dress code in appendix)

ID Badges

The safety and well-being of District students and staff is of paramount importance. Therefore, all staff members, during normal school hours, are required to wear the photo ID badge issued by SFISD. Should an employee lose their badge, they must notify their supervisor within 24 hours. A replacement badge will be issued at a cost of \$5.00 to the employee. RFID Badges issued to employees on the Junior High and High School campuses have a replacement fee of \$15.00. Badges follow the same procedures for issuance and safety as do school district keys.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive as to cause adverse effects as listed in Policy DIA Local.

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

See DIA (Local). <http://www.tasb.org/policy/pol/private/084909/>

Harassment of Students

Policies DF, DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are

prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See ***Reporting suspected child abuse***, page 55 and ***Bullying***, page 78 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted in the appendix of this handbook.

See ***DF (Legal) & FFH (Local)***. <http://www.tasb.org/policy/pol/private/084909/>

Reporting Suspected Child Abuse

Policies DF, DG, DH, FFG, GRA

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

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

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

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 or administrator to make the report.

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

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor.

In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes 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 agency. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing a sexual abuse and other maltreatment of children, which may be accessed at www.sfisd.org – **District Improvement Plan**. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to follow the procedures described above in ***Reporting Suspected Child Abuse***.

Reporting Crime

Policy DG

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

Technology Resources

Policy CQ

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

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

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

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

Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the **Director of Technology at 409-925-9060**. *The SFISD network Acceptable Use Policy and the district's Web Posting User Agreement are included in the appendix of this handbook.*

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy. Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Personal Use of Electronic Media

Policy CQ, DH

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

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

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

- The employee may not access, post to or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

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

Use of Electronic Media with Students

Policy CQ, DH

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

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

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

- *Electronic media* includes all forms of social media, including but not limited to, text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat

rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, social network sites, and applications (e.g., Facebook, Twitter, LinkedIn, Instagram, Snapchat, Kik, etc.). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who is permitted to use electronic media to communicate with students shall observe the following:

- Text messaging is generally not permitted. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. (Exceptions may be made for using text messaging as a part of an approved instructional classroom activity or class communications via group messaging applications such as Remind101)
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity.)
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students and must obtain principal approval. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]

- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

Use of Personal Vehicle for School Business

If an employee uses their personal vehicle in the conduct of school business, the employee's personal auto coverage applies as primary coverage. If additional liability coverage in excess of what is provided by the employee's coverage is needed, the school provided auto liability coverage may apply to liability claims presented subject to the limits of liability coverage. The school district does not provide physical damage coverage for damage to an employee's vehicle used in the conduct of school business.

By signing the Employee Handbook Acknowledgement Form, I acknowledge an understanding that my personal auto liability coverage provides primary liability coverage while my personal auto is being used or operated in the conduct of school business. This also acknowledges my agreement to maintain liability coverage on my personal auto in compliance with the Texas Motor Vehicle Safety Responsibility Act, and to provide proof of this coverage when requested.

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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

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

Moral turpitude includes the following:

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

If an educator is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA. The Superintendent may notify SBEC of any educator misconduct that the Superintendent believes in good faith may be subject to sanctions by SBEC. (19TAC 249.14(d))

Alcohol and Drug-Abuse Prevention

Policies DH, DI

Santa Fe I.S.D. is committed to maintaining an alcohol-free and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use follows:

<http://www.tasb.org/policy/pol/private/084909/>

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

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

Any employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Educators are role models for the young people of the community. In addition, the patrons of the district have certain expectations regarding the conduct of those in whom they entrust their children and their resources. For those reasons, as well as for the health and well-being of the employees, the district promotes a drug-free work environment.

- The Santa Fe Independent School District prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, as that term is defined in state and federal law, in the workplace or at any school related function.
- District policy provides for dismissal of employees found to be in violation of district policies regarding drug abuses, use or possession.
- As a condition of employment in SFISD, each employee shall abide by the terms of the requirements set out in this statement and in district policies.
- The District prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the District's activities.
- Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace.
- Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

(This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 3224a and 34 CFR 86.201j])

The Santa Fe Independent School District has developed through policy, discipline, procedures and intervention, a philosophy strongly in support of NON-USE of alcohol and other drugs, as well as other harmful substances, by all students. The District strongly advocates NON-USE of all illegal substances and/or legal substances used illegally by any person. And, without apology, Santa Fe ISD will continue to take firm and decisive action in dealing with drug offenses.

Alcohol, other drugs, and other harmful substances erode the capacity of young people to perform well in school and to think and act appropriately. Substance abuse impairs normal growth, memory, alertness and achievement. The consequences can last a lifetime.

In an ongoing effort to provide a clear and consistent message to youth regarding substance abuse, Santa Fe ISD rejects the philosophy of "responsible use" which wrongly implies that a limited use of illegal substances is acceptable.

Tobacco Products and E-Cigarette Use

Policies DH, GKA, FNCD

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

Fraud and Financial Impropriety

Policy, CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes the following:

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

Conflict of Interest

Policy DBD

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets that convey information to students or contribute to the learning process.

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

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

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

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

Charitable Contributions

Policy DG

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

Safety

Policy CK series

The District shall take every reasonable precaution regarding the safety of its students, employees, visitors, and all others with whom it conducts business. The Superintendent or designee shall be responsible for developing, implementing, and promoting a comprehensive safety program.

- Guidelines and procedures for responding to emergencies.
- Program activities intended to reduce the frequency of accident and injury, including:
 - Inspecting work areas and equipment.
 - Training frontline and supervisory staff.
 - Establishing safe work procedures and regulations.
 - Reporting, investigating and reviewing accidents.
 - Promoting responsibility for District property on the part of students, employees, and the community.
- Program activities intended to reduce the ultimate cost of accidents and injuries through investigation and documentation.
- Program activities that identify and develop prudent methods of financing loss costs on an annual basis, including the purchase of commercial insurance, self-insured retentions, and risk pooling.
- Driver education programs, when available.
- Vehicle safety programs.
- Traffic safety programs and studies related to employees, students, and the community.

The Superintendent or designee shall be responsible for the collection, storage, and analysis of relevant operational and historical data required to develop sound procedures for implementation and operation of the comprehensive safety program.

Employees with questions or concerns relating to safety programs and issues can contact the **CHIEF FINANCIAL OFFICER – 409-925-9020**.

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, illegal knives, or other weapons onto school premises 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 or call **SFISD police at 409-927-3310**.

Visitors in the Workplace

Policy GKC

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

Asbestos Management Plan

Policy CKA

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the office of the **Maintenance and Operations Director – 409-925-9200**, and is available for inspection during normal business hours.

Pest Control Treatment

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in a district building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

Other Topics

Email Guidelines for Teacher and Parent/Community Communication

Introduction

Santa Fe Independent School District recognizes that electronic mail (email) is a valuable communication tool that is widely used across our society. Staff members are provided with district email accounts to improve the efficiency and effectiveness of communication both within the organization and with the broader community. The campus administrator reserves the right to decide if teachers can use email as a means of communication with s.

General Email Guidelines for Parent/Community Communication

Staff using email to correspond with parents must adhere to the following:

- All emails to and from parents and students must be saved in a personal email folder for a period of one year.
- Email must never be used to discuss contentious, emotional or highly confidential issues. These issues should be dealt with face to face or by phone.
- Email messages to parents should be consistent with professional practices for other correspondence. This includes grammar, format and salutation.
- All emails that reside on the district computers are not confidential.
- Email messages may be requested by the public under the Open Records Act.
- Using email as a communication tool is voluntary. A parent cannot require that a staff member correspond via email. Similarly, a staff member cannot make email the only option for communicating with parents.

- Emails should be short and directional in nature and only include facts.
- Email parents only when they have agreed that email is an appropriate form of communication and they have volunteered their email address.

Acceptable Use of Parent/Community Communication

- Email should be used for general information such as; class activities, curriculum, assignments, tests, deadlines and special events.
- To arrange for a meeting/telephone call regarding a student issue including a general description of the issue e.g. “I would like to arrange a meeting to discuss your daughter’s attendance.”
- Follow-up on an issue that has previously been discussed.

Unacceptable Use of Parent/Community Communication

Email should not include:

- Any discussion related to other students.
- Personal information about other students.
- Specifics about a sensitive student issue which was not initiated by the parent or had not previously been discussed with the parent. (E.g. ‘I am concerned that your daughter failed the last three tests and was not at school again today.’)
- Any discussion related to other staff.
- Any sensitive student information that would normally be discussed face to face or by phone. (E.g. I am concerned that your daughter may have a learning disability.)

Generic Email Response

If a teacher chooses not to use email as a communication tool or feels like the topic is too sensitive for an email reply, here are a few generic responses:

- Thank you for your email. The Santa Fe Independent School District does not use email to discuss student information. In order to best address your concerns and quickly answer your questions, please feel free to call me at (insert campus phone number) and I will be happy to discuss this with you further. Thank you for your active interest in Santa Fe ISD.
- Thank you for your email. I feel this concern is too sensitive for email. I would prefer to speak in person regarding this matter. I will call you on (state the date and time) to discuss this matter further. Thank you for your active interest in Santa Fe ISD.

Santa Fe ISD Email Guidelines for Parents

(To be posted on the campus and district website)

Email may be a fast and convenient way for you to send messages, but this may not be the case for many of our teachers. Some teachers read their email messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers prefer to use the phone to speak directly to parents.

For these reasons, please remember if you choose to send an email message to a member of our professional staff, you may not get an immediate reply. In fact you may not receive an email reply at all, since the staff members will determine how best to contact you: by email, phone, or to schedule a personal conference.

When using email:

1. Please send only non-vital messages by this medium. For example, do not use email to inform a teacher that your child is not to go home on the bus. A teacher may not have time to read your message in a timely fashion. Instead use the telephone to be sure your message is received and clearly understood.
2. Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. An email message on these matters is not appropriate.
3. Please remember that email is not confidential. Confidential information should be conveyed by phone or personal contact.
4. Please identify yourself in the subject line of your email message and, if appropriate, the name of your child.
5. For all medical or health concerns, please contact your child's school nurse by phone.
6. Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.
7. Mass email to the campus staff must be approved by the campus administrator before sending the email.

Remember that email is a quick way to send a message, but it is not necessarily the best way to get a quick reply.

Student Code of Conduct

According to Senate Bill 1, Texas Education Code, Sec. 37001, each district shall adopt a student code of conduct. This code of conduct specifies the circumstances under which a student may be removed from a classroom, campus or alternative education program. The student code of conduct is found in the Student/Parent handbook and copies are available on each campus.

Human Sexuality Instruction

The district has adopted guidelines for the instruction of Human Sexuality for the students of Santa Fe ISD. The policies governing this topic are found in EHAA (legal) and EHAA (local). Presentations in the classrooms or in large group formats will not advocate contraception or demonstrate the use of contraceptives but will promote abstinence. Students who participate in risky behaviors shall be encouraged to abstain from such behaviors. Encouraging students who are at-risk to seek help from their parents or other professionals is permissible in accordance with policies EHAA (legal/local).

The use of videos, guest speakers and related materials must be approved by the building principal prior to the presentation. If you have a speaker who does not follow the approved guidelines, stop the program and ask them to leave. Report this occurrence to the building principal as soon as possible.

Teacher Supervision of Paraprofessionals

In 2001, Congress passed the "No Child Left Behind (NCLB) Act." NCLB sets specific standards for the direct supervision of paraprofessionals by teachers in Title I programs. The standards and requirements mandated by NCLB are provided below. Based upon interpretations from the Department of Education, ALL teachers whose assignments encompass the supervision of paraprofessionals are

strongly encouraged to follow these federal mandates. The campus and district administration will provide support and assistance in fulfilling these obligations.

What is direct supervision of a paraprofessional?

1. A teacher must plan the paraprofessional's instructional activities. This means the teacher must decide in advance what the paraprofessional's duties will be. The idea is to make sure teachers use paraprofessionals' skills and time efficiently so students get the most benefit. Ideally, teachers should be planning with paraprofessionals on both a short-term and long-term basis. Short-term planning includes providing clear instructions for each lesson throughout the school day. Long-term planning includes providing clear instructions for the school term (semester) and entire school year. Records of these planning sessions should be maintained (for example, in the teacher's planning book or Eduphoria.)

Permitted instructional tasks listed by the Department of Education include:

- 1-to-1 tutoring outside regular teacher instructional time,
- large group instruction,
- small group instruction,
- classroom management,
- computer instruction,
- translations and interpreting services, and other instructional support.

When paraprofessionals provide instructional services not directly to students, such as planning lessons, creating teaching materials, and coordinating parental involvement activities, they do not require direct supervision.

2. A teacher must evaluate student achievement. It is the teacher who has final responsibility for evaluating the achievement of the students with whom the paraprofessional is working. The regulations do not require teachers to actually complete all of the grading of papers, but to review student work with enough frequency and detail to understand how each child is performing. Teachers should review each student's progress at least weekly with the paraprofessional working with that student.
3. A teacher and the paraprofessional must work in "close and frequent physical proximity." This is the most controversial of the three requirements for the "direct supervision" of paraprofessionals because the Department of Education has not defined the requirement. The Department has objected to practices that leave paraprofessionals on their own for half of their teaching time without a qualified teacher present. The recommendation is that teachers should be present, or in a nearby classroom, when paraprofessionals are providing instruction for students.

GENERAL PROCEDURES

Bad Weather Closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's Web site, notify the local Television and Radio stations, and utilize the district wide call out system, *School Messenger*.

Emergencies

Policies CKC, CKD

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Finance department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the ***Business Office, 409-925-9020*** for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Payroll and Human Resources office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the ***Human Resources office-409-925-9030***.

Personnel Records

Policy DBA, GBA

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

- Address
- Phone number, including personal cell phone number

- Emergency contact information
- Information that reveals whether they have family members
- Personal e-mail address

The choice to not allow public access to this information may be done at any time by submitting a written request to the Personnel office. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public. For questions regarding personnel records contact the ***Human Resources Specialist at 409-925-9033***.

Building Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The Maintenance & Operations Department is responsible for scheduling the use of facilities after school hours. Contact the ***Maintenance and Operations Department at 409-925-9200*** to request to use school facilities and to obtain information on the fees charged.

TERMINATION OF EMPLOYMENT

Resignations

Policy DFE

Contract employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. All employees are expected to submit their resignation in writing to their immediate supervisor. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC). An exit interview with the campus/department and HR is required prior to release and final paycheck unless waived by the Superintendent or designee.

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to Texas Education Agency, on page 74*.

Non-contract employees. Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to their supervisor or campus Principal 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, DFFA, DFFB, DFFC

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked from misconduct. Information on the time lines and procedures can be found in the DF series policies that are provided to employees or are available on line.

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, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed

employee must follow the district process outlined in this handbook when pursuing the grievance. (*See Complaints and Grievances, Page 44*).

Exit Interviews and Procedures

Policies DC and CY

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

Reports to Texas Education Agency

Policy DF

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

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual 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 district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The superintendent is also required to notify TEA when a certified employee resigns and there is evidence that the educator engaged in the conduct listed above.

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

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

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

STUDENT ISSUES

Equal Educational Opportunities

Policies FB, FFH

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

Question or concerns about discrimination of students based on any of the reasons listed above should be directed to the *Assistant Superintendent for Curriculum & Instruction*, – 409-925-9050.

Student Records

Policy FL

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

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

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

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

Parent and Student Complaints

Policy FNG

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

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

dissatisfied with a principal's response. Once all administrative complaint procedures are exhausted, parents and students can bring complaints to the board of trustees.

Administering Medication to Students

Policy FFAC

No employee shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided below.

Employees authorized by the Superintendent or designee may administer to students:

1. Prescription medication in accordance with legal requirements. [See FFAC(LEGAL)]
2. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
3. Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program or Section 504 plan of a student with disabilities.
4. Nonprescription medication provided on an emergency basis by the District and consistent with:
 - (a) Protocols established by the District's medical advisor who must be licensed to practice medicine in the state of Texas; and
 - (b) Parental consent given on the emergency treatment form.

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

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis

- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

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

Bullying

Policy FFI

All employees are required to report student complaints of bullying to campus principal or designee. It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted or linked below:

<http://www.tasb.org/policy/pol/private/084909/pol.cfm>

Hazing

Policy FNCC

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

Overnight Trips

Policy FMG (Local)

The Board shall permit students to take school-sponsored overnight trips for the following purposes:

- Activities of school-sponsored sanctioned clubs or organizations. Approval for the trip shall be from the Board or designee.
- UIL or other sanctioned competitions. Approval for the trip shall be from the Board or designee.
- Requests for an overnight trip shall be made on proper forms provided by the school administration a minimum of 30 days, when possible, prior to date of trip.

APPENDIX

Ombudsman Program Notice
Workplace Safety Violation Reporting Notice
Professional Dress- See Standards
Catastrophic Sick Leave Bank Request Form
Extended Leave Request Form
Santa Fe Texas Education Foundation Payroll Deduction Form
SFISD Confidentiality Statement



NOTICE TO EMPLOYEES CONCERNING ASSISTANCE AVAILABLE IN THE WORKERS' COMPENSATION SYSTEM FROM THE OFFICE OF INJURED EMPLOYEE COUNSEL

Have you been injured on the job? As an injured employee in Texas, you have the right to free assistance from the Office of Injured Employee Counsel (OIEC). OIEC is the state agency that assists unrepresented injured employees with their claim in the workers' compensation system.

You can contact OIEC by calling its toll-free telephone number: 1-866-EZE-OIEC (1-866-393-6432). More information about OIEC and its Ombudsman Program is available at the agency's website (www.oiec.texas.gov).

OMBUDSMAN PROGRAM

WHAT IS AN OMBUDSMAN? An Ombudsman is an employee of OIEC who can assist you if you have a dispute with your employer's insurance carrier. An Ombudsman's assistance is free of charge. Each Ombudsman has a workers' compensation adjuster's license and has completed a comprehensive training program designed specifically to assist you with your dispute.

An Ombudsman can help you identify and develop the disputed issues in your case and attempt to resolve them. If the issues cannot be resolved, the Ombudsman can help you request a dispute resolution proceeding at the Texas Department of Insurance, Division of Workers' Compensation. Once a proceeding is scheduled an Ombudsman can:

- Help you prepare for the proceeding (Benefit Review Conference and/or Contested Case Hearing);
- Attend the proceeding with you and communicate on your behalf; and
- Assist you with an appeal or a response to an insurance carrier's appeal, if necessary.

28 TAC §276.5. Employer Notification of Ombudsman Program to Employees (Effective 9/1/13)

(a) All employers participating in the workers' compensation system shall post notice of the Office of Injured Employee Counsel's (OIEC) Ombudsman Program. This notice shall be posted in the personnel office, if the employer has a personnel office, and in the workplace where each employee is likely to see the notice on a regular basis.

(b) This notice of the Ombudsman Program shall be publicly posted in English, Spanish, and any other language that is common to the employer's employees.

(c) This notice shall be the text provided by OIEC without any additional words or changes and may be obtained by:

- (1) Downloading the form on OIEC's website at: www.oiec.texas.gov; or
- (2) Requesting the notice by calling OIEC's toll-free telephone number at: 1-866-EZE-OIEC (1-866-393-6432).



OFFICE OF INJURED EMPLOYEE COUNSEL

NORMAN DARWIN, PUBLIC COUNSEL

Notice of Injured Employee Rights and Responsibilities in the Texas Workers' Compensation System

As an injured employee in Texas, you have the right to free assistance from the Office of Injured Employee Counsel (OIEC). This assistance is offered at local offices across the State. These local offices also provide other workers' compensation system services from the Texas Department of Insurance (TDI). TDI is the State agency that administers and regulates the workers' compensation system through the Division of Workers' Compensation (DWC).

Many services provided by OIEC and DWC can be completed over the telephone. You can contact OIEC by calling the toll-free telephone number 1-866-EZE-OIEC (1-866-393-6432). Additional information, including office locations, is available on the Internet at: www.oiec.texas.gov. You can contact DWC by calling the toll-free telephone number 1-800-252-7031. Information about DWC is available on the Internet at: www.tdi.texas.gov.

Your Rights in the Texas Workers' Compensation System:

1. You have the right to hire an attorney to help you with your workers' compensation claim.

For assistance locating an attorney, contact the State Bar of Texas' lawyer referral service at 1-877-983-9227 or <http://www.texasbar.com/>. Attorney referral information can also be found on OIEC's website at www.oiec.texas.gov.

2. You have the right to receive assistance from OIEC if you do not have an attorney.

OIEC Customer Service Representatives and Ombudsmen are available to answer your questions and provide assistance with your workers' compensation claim by calling OIEC or visiting an OIEC office. **You must sign a written authorization before an OIEC employee can access information on your claim.** Call or visit an OIEC office to fill out the written authorization. Customer Service Representatives and Ombudsmen are trained in the field of workers' compensation and can help you with scheduling a dispute resolution proceeding about your workers' compensation claim. An Ombudsman can also assist you at a benefit review conference (BRC), contested case hearing (CCH), and an appeal. However, Ombudsmen cannot make decisions for you or give legal advice.

3. You may have the right to receive medical and income benefits regardless of who was at fault for your injury, with certain exceptions. Your beneficiaries may be entitled to death and burial benefits.

Information about the exceptions can be found at www.tdi.texas.gov or by visiting with OIEC staff.

4. You may have the right to receive medical care to treat your workplace injury or illness for as long as it is medically necessary and related to the workplace injury.

You may have the right to reimbursement of your incurred expenses after traveling to attend a medical appointment or required medical examination if the trip meets qualifying conditions.

5. You may have the right to receive income benefits for your work-related injury.

There are several types of income benefits and eligibility requirements. Information on the types of income benefits that may be available and the eligibility requirements can be found at www.tdi.texas.gov or by visiting with OIEC staff.

6. You may have the right to dispute resolution regarding income and medical benefits.

You may request Medical Dispute Resolution if you disagree with the insurance carrier regarding medical benefits. You may request Indemnity (Income) Dispute Resolution if you disagree with the insurance carrier regarding income benefits. The law provides that your dispute proceedings will be held within 75 miles from your residence.

7. You have the right to choose a treating doctor.

If you are in a Workers' Compensation Health Care Network (network), you must choose your doctor from the network's treating doctor list. You may change your treating doctor once without network approval. If you are not in a network, you may initially choose any doctor who is willing to treat your workers' compensation injury; however, changing your treating doctor must be pre-approved by the DWC if you are not in a network. If you are employed by a political subdivision (e.g. city, county, school district,) you must follow its rules for choosing a treating doctor. It is important to follow all the rules in the workers' compensation system. **If you do not follow these rules, you may be held responsible for payment of medical bills.** OIEC staff can help you to understand these rules.

8. You have the right for your workers' compensation claim information to be kept confidential.

In most cases, the contents of your claim file cannot be obtained by others. Some parties have a right to know what is in your claim file, such as your employer or your employer's insurance carrier. Also, an employer that is considering hiring you may get limited information about your claim from DWC.

Your Responsibilities in the Texas Workers' Compensation System

1. You have the responsibility to tell your employer if you have been injured at work while performing the duties of your job. You must tell your employer within 30 days of the date you were injured or first knew your injury or illness might be work-related.

2. You have the responsibility to know if you are in a Workers' Compensation Health Care Network (network).

If you do not know whether you are in a network, ask the employer you worked for at the time of your injury. If you are in a network, you have the responsibility to follow the network rules. If there is something you do not understand, ask your employer or call OIEC. If you would like to file a complaint about a network, call TDI's Customer Help Line at 1-800-252-3439 or file a complaint online at <http://www.tdi.texas.gov/consumer/complfrm.html#wc>.

3. If you worked for a political subdivision (e.g., city, county, school district) at the time of your injury, you have the responsibility to find out how to receive medical treatment.

Your employer should be able to provide you with the information you will need in order to determine which health care providers can treat you for your workplace injury.

4. You have the responsibility to tell your doctor how you were injured and whether the injury is work-related.

5. You have the responsibility to send a completed Employee's Claim for Compensation for a Work-Related Injury or Occupational Claim Form (DWC041) to DWC.

You have one year to send the form after you were injured or first knew that your illness might be work-related. Send the completed DWC041 form even if you already are receiving benefits. You may lose your right to benefits if you do not timely send the completed claim form to DWC. For a copy of the DWC041 form you may contact DWC or OIEC.

6. You have the responsibility to provide your current address, telephone number, and employer information to DWC and the insurance carrier. DWC can be contacted at 1-800-252-7031.

7. You have the responsibility to tell DWC and the insurance carrier anytime there is a change in your employment status or wages. (Examples of changes include: you stop working because of your injury; you start working; or you are offered a job).

8. Eligible beneficiaries or persons seeking death and burial benefits have the responsibility to send a completed Beneficiary Claim for Death Benefits (DWC-042) to DWC within one year following the employee's date of death.

9. You are prohibited from making frivolous or fraudulent claims or demands.

SANTA FE ISD
PROFESSIONAL DRESS STANDARDS
FOR ADMINISTRATIVE & INSTRUCTIONAL STAFF

**Includes all campuses, Administrative Building, Tax Office, Instructional Support Office,
Technology Office, Child Nutrition Office, Transportation Office and Maintenance Office**

Dress Code Guidelines: Business Professional

[Administrators, Counselors, Administrative Assistants, Secretaries, Instructional Support Professionals, and Clerical Office Staff at the Administration Building and on all campuses.]

The personal appearance of Santa Fe Independent School District (SFISD) employees affects the respect those outside the school district have for the organization as well as respect employees have for themselves and one another. As a representative of SFISD, employees are expected to dress in a manner that is tasteful and not offensive, suggestive, revealing or insulting to others.

GENERIC:

- Hair should be clean, neatly groomed and non-distracting
- Clothing and accessories ***unacceptable*** for Santa Fe ISD employees include:
 - jeans (except on Friday for campus personnel and Cowan clerical staff only)
 - overalls
 - shorts of any length (except for PE teachers and coaches)
 - t-shirts, unless an approved campus spirit shirt on Friday
 - bare midriffs, halter tops
 - sleeveless (unless garments fit closely under the arms and undergarments are not visible)
 - sweat suits, leggings
 - low-cut shirts
 - skorts, mini-skirts
 - form-fitting casual pants
 - caps/hats
 - tongue and facial piercing
 - body piercing and/or tattoos must not be visible
 - clothing that advertises, bears the name or likeness of alcohol, tobacco products or drugs; in addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.
 - clothing that has obscene or vulgar language or inappropriate pictures; in addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.
- Shoes must be worn at all times
 - no athletic shoes
 - no house shoes
 - no rubber sole flip-flops
 - If non-dress code shoes are to be worn, a doctor's note is required. Such a doctor's note would need to specify if any soft-soled shoe is prescribed, or if it specifically must be an athletic shoe, etc. The note must also specify the time period for wearing non-dress code shoes and the note must be renewed by a physician when appropriate.

MEN:

- Appropriate professional attire for men would include slacks and a dress shirt and/or similar collared shirt. Suits/jackets are optional
- Other required items of clothing are undergarments and socks.
- Pierced jewelry for men is to be limited to the ears.

WOMEN:

- Dresses, skirts, blouses, slacks or suits are recommended.
- Slacks are to be ankle length and are appropriate when worn with a suitable blouse and/or jacket.
- Dressy Capri pants
 - must be mid-calf or below
 - no cargo
- Skirts/dresses as well as slits, flaps, or openings in skirts/dresses should cover $\frac{3}{4}$ of the thigh while standing or sitting.
- Other required items of clothing are undergarments.
- Pierced jewelry for women is to be limited to the ears.

GENERAL:

- Specific job assignments or campus activities may require deviations from this code.
- Departments that require uniforms include food and nutrition, maintenance and custodial.
- This code applies to all school days, including staff development days and off campus.
- If attending meetings on other campuses, Region IV, etc. attire should be as on a regular school day.
- On relaxed dress code days, employees should remember to dress appropriately for the work environment.
- The decision of the Principal, Supervisor or Director in determining the appropriateness of dress and appearance **is final**.

Dress Code Guidelines: Campus Personnel**[Teachers, Instructional Aides and all Instructional Support Employees]**

The personal appearance of Santa Fe Independent School District (SFISD) employees affects the respect those outside the school district have for the organization as well as respect employees have for themselves and one another. As a representative of SFISD, employees are expected to dress in a manner that is tasteful and not offensive, suggestive, revealing or insulting to others.

GENERIC:

- Hair should be clean, neatly groomed and non-distracting.
- Clothing and accessories ***unacceptable*** for Santa Fe ISD employees include:
 - jeans (except on Friday)
 - overalls
 - shorts of any length
 - skorts, mini-skirts
 - t-shirts, unless an approved campus spirit shirt on Friday
 - bare midriffs, halter tops
 - sleeveless (unless garments fit closely under the arms and undergarments are not visible)

- sweat suits
- leggings (unless worn with garments that extend at least 2" above the knee)
- low-cut shirts
- form-fitting casual pants
- caps/hats
- tongue and facial piercing
- Any body piercing and/or tattoos must not be visible.
- clothing that advertises, bears the name or likeness of alcohol, tobacco products or drugs; in addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.
- clothing that has obscene or vulgar language or inappropriate pictures; in addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.

Jeans Exception:

- jeans, including capri jeans and athletic shoes (**Fridays only**) with spirit shirt or shirt with school colors
- no holes or frays in jeans
- Athletic shoes may be replaced with shoes of choice as long as dress code guidelines are followed.

Shorts/Shoes Exception:

- knee length/walking shorts and t-shirts on **teacher workdays only**
- Shoes must be worn.
 - no house shoes
 - no rubber sole flip flops
 - If non-dress code shoes are to be worn, a doctor's note is required. Such a doctor's note would need to specify if any soft-soled shoe is prescribed, or if it specifically must be an athletic shoe, etc. The note must also specify the time period for wearing non-dress code shoes and the note must be renewed by a physician when appropriate.

Athletic Shoes Exception:

- Employees who are a campus nurse, OT/PT,PPCD, BSI, or Life Skills teacher, may deviate from the dress code and wear athletic shoes on a daily basis.
- Athletic shoes may be worn by employees when testing is being done on their campus (**STAAR, district benchmarks, release test days and teacher workdays only**).
- With the express permission of the principal, dress may vary from the norm on special days (theme/team days) in order to foster a climate of spirit and motivation. Participation is encouraged. Notices for such days will be posted and reported. A maximum of fifteen (15) non-dress code days for campuses/departments is allowed.
- On teacher workdays (currently three per year), teachers and classroom aides are allowed to wear jeans, knee length/walking shorts, t-shirts and tennis shoes due to a large amount of time spent moving furniture, books, display charts, etc.

MEN – Other Job-Related Areas:

Physical Education/Athletics:

- Physical Education teachers shall wear clothes appropriate for teaching physical education.

- Collared or crew-neck shirts with shorts no shorter than mid-thigh, coordinated warm-ups or wind suits, and athletic shoes may be worn.
- Spandex or garments that are too tight are not appropriate.
- Caps/visors/sunglasses may be worn while on duty outside the school building.
- Coaches assigned to classroom instruction for part of the day should abide by the general professional dress code guidelines.
- While in the school building, P.E. Teachers and/or coaches must have warm-ups or wind suit pants over their shorts.

WOMEN – Other Job-Related Areas:

Physical Education/Athletics:

- Physical Education teachers shall wear clothes appropriate for teaching physical education.
- Collared or crew-neck shirts with shorts no shorter than mid-thigh, coordinated warm-ups or wind suits, and athletic shoes may be worn.
- Spandex or garments that are too tight are not appropriate.
- Caps/visors/sunglasses may be worn while on duty outside the school building.
- Coaches assigned to classroom instruction for part of the day should abide by the general professional dress code guidelines.
- While in the school building, P.E. teachers and/or coaches must have warm-ups or wind suit pants over their shorts.

NURSES

- Nurses are expected to wear scrubs that are not form fitting and are appropriate for their campus assignment.
- Rubber soled shoes or tennis shoes are acceptable forms of footwear.

GENERAL:

- Specific job assignments or campus activities may require deviations from this code.
- Departments that require uniforms include school nutrition, maintenance, and custodial.
- This code applies to all school days, including staff development days on and off campus.
- If attending meetings on other campuses, Region IV, etc. attire should be as on a regular school day.
- On relaxed dress code days, employees should remember to dress appropriately for the work environment.
- The decision of the Principal, Supervisor or Director in determining the appropriateness of dress and appearance **is final.**

Dress Code Guidelines: Support Services Personnel:

The personal appearance of Santa Fe Independent School District employees affects the respect those outside the school district have for the organization, as well as respect employees have for themselves and one another. As a representative of the District, employees are expected to dress in a manner that is tasteful and not offensive, suggestive, revealing or insulting to others.

GENERIC:

- Hair should be clean, neatly groomed and non-distracting.

- Clothing and accessories unacceptable for maintenance, custodial, technology, child nutrition, and transportation employees include:
 - bare midriffs
 - halter tops, tube tops, tops without backs
 - clothing that advertises, bears the brand name or the likeness of alcohol, tobacco products or drugs. In addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.
 - clothing that has obscene or vulgar language or inappropriate pictures. In addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.
 - tattoos should be covered if they are offensive, suggestive, or insulting to others
 - body piercings that are visible, other than earrings on female employees; Female employees may wear a maximum of two earrings per ear. Male employees are allowed to wear earrings.
- The following items are required:
 - Shoes must be worn at all times. The shoes must be closed toe and secured at the heel. House shoes or beach type shoes are prohibited. Non-skid shoes/boots are recommended. Shoes with heels over one-half inch in height are prohibited.
 - Appropriate undergarments must be worn at all times
 - School identification badge must be worn at all times when on school property or in a district vehicle.
- The decision of the Supervisor or Director in determining the appropriateness of dress and appearance **is final.**

Child Nutrition Department

The Child Nutrition Department will provide five uniform shirts and three aprons to all permanent employees. These uniform shirts are property of the Child Nutrition Department and must be returned upon your separation of employment with our department.

Uniforms

Uniforms must be **WRINKLE FREE** and **CLEAN** and in **GOOD REPAIR** at all times.

- Slacks are preferred – must be black
 - no jeans
 - no stretch pants
 - no sweat pants
 - no shorts or Capris
- Shirts
 - Only shirts issued by the Child Nutrition Department are permissible for permanent employees.
 - Child Nutrition shirts may NOT be altered in any way. For example:
 - no cutting of the sleeves
 - no shortening in length
 - no taking in of width
 - Substitute employees will provide their own collared shirt.
 - Undershirts are to be beige, black, or white to compliment one's own skin color. These undershirts must be under a fully buttoned Child Nutrition shirt.
- Shoes
 - must be **black leather work shoes with non-skid soles**
 - no open-toed shoes
 - no canvas tennis shoes or sandals

- socks or hose are required
- hairnets/hats
 - Hairnets or a SFISD approved hat must be worn.
 - Hairnets or hats must completely cover the hair.
 - All hair, **including bangs** and ponytails must be restrained.
 - Hair restraints must be worn at all times while on the clock.
 - No hair accessories of any kind, including scarves, are allowed, other than plain stretch-type bands for pulling the hair into ponytails.
- Per Health Department codes, “Kitchen personnel shall wear no jewelry.” The only piece of jewelry that is acceptable to wear by kitchen personnel is a plain “wedding type” band on any finger.
- Fingernails are to be worn short and clean. They should not be seen above finger tips.
- Nail polish may not be worn. It must be removed completely before starting work. No artificial nails are permitted. This included overlays, solar nails, gel nails, acrylic nails, nail fills, and all nail enhancements of any kind.
- SFISD ID Badge must be worn at all time on campus.

SCHOOL YEAR:

Maintenance Department

- Maintenance workers will wear a uniform, which consists of a shirt with Santa Fe Independent School District logo and the employees name with industrial style pants or jeans.
- Uniforms are to be neat and clean.
- Rubber soled leather or vinyl shoes must be worn.
 - no open toe shoes
 - no backless shoes
 - no slides

Custodial Department

- Dress attire should be chosen to reflect a professional workplace look as opposed to at-home casual. Items not permitted include garments that are sheer, transparent, spaghetti straps, visible undergarments, or exposed midriff.
- Males and females shall wear casual (docker type) slacks, khakis, or blue jeans.
- Males and females shall wear footwear that is closed toe.
- Items not permitted include:
 - shower shoes
 - flip-flops
 - house shoes

SUMMER:

Maintenance Department

- Maintenance workers will wear a uniform, which consists of a shirt with Santa Fe Independent School District logo and the employees name with jeans or knee-length shorts.
- Uniforms are to be neat and clean.
- Rubber soled leather or vinyl shoes must be worn.
 - no open toe shoes
 - no backless shoes
 - no slides

Custodial Department

- Dress attire should be chosen to reflect a professional workplace look as opposed to at-home casual. Items not permitted include garments that are torn or have holes, are sheer, transparent, spaghetti straps, visible undergarments, or exposed midriff.
- Males and females shall wear casual (docked type) slacks, khakis, blue jeans, or knee-length shorts.
- Males and females shall wear footwear that is closed toe. Items not permitted include shower shoes, flip-flops and house shoes.

Technology Department

- Shirts, blouses and tops should be chosen to reflect a professional work place.
- Males and females shall wear casual (docked type) or dress slacks, khakis and blue jeans (as approved by supervisor based on job responsibilities.) Females may wear capri pants that are no shorter than below the knee in length, dresses, skirts, must be mid-calf or below.
- Males and females shall wear footwear that is professional.
- Items not permitted include
 - flip-flops
 - house shoes

Transportation Department

- Bus drivers may wear pants, or shorts. The shorts must be loose fitting and must extend to the top of the knee when standing. Lace or other material may not be added to meet the length requirement. Cut-offs (pants without hems that have been cut off to make shorts) jogging, wind, athletic, biker or other shorts designed for a casual or recreational setting are not permitted.
- Shirts without sleeves must be tight enough around the arms to prevent undergarments or skin on the sides of the body from being visible.
- Shirt sleeves must be tight enough to prevent undergarments or skin on the sides of the body from being visible when the arms are raised parallel to the ground.
- Shoes and sandals must have a closed toe and heel and must be worn from the time an employee clocks in until the time they clock out.

Effective 7-29-14

SANTA FE ISD

Catastrophic Sick Leave Request Form

TO BE SUBMITTED TO THE CATASTROPHIC SICK LEAVE PROGRAM ADMINISTRATOR

NAME: _____

SOCIAL SECURITY #: _____

ADDRESS: _____

CELL PHONE #: _____ **HOME #** _____

I request _____ days from the Catastrophic Sick Leave pool. Number of days must be in increments not to exceed thirty (30) days. I request the date for Catastrophic Sick Leave awarded to begin on _____.

Please state or describe in your own words, the nature of your situation and why you are requesting Catastrophic Sick Leave: _____

Employee Signature _____ **Date of Request** _____

*****FOR OFFICE USE ONLY*****

Request Is: _____ Approved _____ Denied

Number of Days Approved _____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signatures of CSL committee

Date: _____

EXTENDED LEAVE REQUEST FORM

Santa Fe ISD HR Regs. regarding Extended Leave states:

After all available state and local leave days have been exhausted, an employee with at least ten years of service in the District, including the immediately preceding 12-month period consisting of at least 1,250 hours, shall be granted in a school year a maximum of 30 workdays of noncumulative extended sick leave to be used only for the employee's own catastrophic illness or injury, including pregnancy-related illness or injury. Extended sick leave shall not be available for elective surgery.

Under the same terms and conditions described above, an employee with fewer than ten years of service in the District shall be granted in a school year a maximum of 20 workdays.

To be eligible for extended sick leave, the following shall apply:

1. *The employee shall submit a statement from a health-care provider licensed to practice in the state of Texas verifying the illness, disability, or a relative or representative of the employee may submit certification of the employee's death.*
2. *The employee shall submit a written request to the principal or supervisor, who shall forward the request with a recommendation to the Superintendent.*

An employee who meets the eligibility standards for extended leave described above, whose dependent child, spouse, or parent is suffering from a catastrophic illness or disability, shall be granted in a school year a maximum of ten workdays subject to the terms and conditions applicable to use of extended leave for personal illness or disability.

A written request for extended sick leave, to be submitted to the Superintendent or designee for approval, must be accompanied by medical certification of the illness or injury specifying that the absence will require at least five workdays while under the care of the licensed practitioner.

For professional employees, the certified long-term substitute's daily rate shall be deducted from the employee's pay during this time whether or not a substitute is employed.

Paraprofessional and auxiliary employees shall be permitted extended sick leave under the same conditions, except that a deduction of one-half the daily rate of pay, not to exceed the certified long-term teacher substitute pay rate, shall be made.

Under this policy, I am requesting use of _____ days of Extended Leave through Santa Fe ISD.

Name:	Campus:
Position:	Date of Hire:
Beginning Date of Leave:	Return from Leave:
Signature:	Department/Campus Approval:

This request has been reviewed by Benefits. The request for Extended Leave is:

Approved:	Reason:
Denied:	

Benefits Signature: _____ Date: _____

SFISD Superintendent Signature _____ Date: _____



Santa Fe Texas Education Foundation
SFISD Employee Pledge and
Payroll Deduction Authorization Agreement

Name: _____

Campus/Department: _____

☐ I choose to partner with the Santa Fe Texas Education Foundation, and I authorize the following amount per pay period to be deducted from my SFISD earnings through payroll deduction:

☐ \$20.00 per pay period

☐ \$5.00 per pay period

☐ \$10.00 per pay period

☐ \$_____ per pay period

I understand that my employer, Santa Fe Independent School District, will deduct the amount I specified above from my pay each pay period and SFISD will remit to the Santa Fe Texas Education Foundation. This is a tax-deductible charitable contribution and I will need to keep an account of my balance paid each year for claiming a deduction on my individual income tax return form. This authorization shall become effective upon receipt. This deduction from my SFISD pay shall remain in effect until the SFISD Benefits Office receives my written notice of change or cancellation, no less than twenty days prior to the next scheduled pay period.

Signature: _____ Date: _____

☐ I would like to support the Santa Fe Texas Education Foundation with a one-time donation. My attached check in the amount of _____ is made payable to Santa Fe Texas Education Foundation.

Please return your completed form to the Santa Fe Texas Education Foundation office:

PO Box 747
Santa Fe, Texas 77517

or

4133 Warpath
Santa Fe, TX 77510

You may also return via campus mail to Jodi Gidley, Administration Bldg

Thank you for investing in your Foundation. You have aided in funding new ideas for making learning fun and interesting for both staff and students.

SANTA FE INDEPENDENT SCHOOL DISTRICT



P.O. BOX 370
SANTA FE, TEXAS 77510-0370

PHONE: (409) 925-9030
FAX: (409) 925-4002
www.sfid.org

Patti Hanssard
Director of Human Resources & Public Relations
Patti.Hanssard@sfisd.org

"Your Employer of Choice in Education"



Santa Fe Independent School District Confidentiality Statement

I _____ understand that in the course and scope of my employment, I may obtain propriety information and/or information that is otherwise confidential. The information may be confidential by state or federal law (e.g. FERPA, HIPPA) and/or District Policy. I agree not to disclose such confidential information except as may be allowed and/or required by law or District policy. I further agree to exercise due diligence to safeguard against the negligent disclosure of such confidential information by putting procedures in place to ensure that it is not left unattended or unsecured in a paper or digital format. I agree that if I have questions about whether certain information is confidential, I will ask my supervisor for clarification before disclosing. I further agree that if I become aware of the improper disclosure of confidential information – whether intentional or not – I will promptly notify my supervisor or the Executive Director of Human Relations and Public Information.

Signature

Date