



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
EMPLOYEE HANDBOOK

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EMPLOYEE HANDBOOK RECEIPT

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the San Antonio ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in hard copy or in electronic format by accessing the “Forms and Documents” area of the Employee Portal homepage.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook and understand I am required to contact _____ to obtain a hard copy.

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

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

I understand that I have an obligation to inform 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 Human Capital Management if I have questions or concerns or need further explanation.

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 **Christopher Martinez, Executive Director, Employee Services and Relations (CMartinez18@saisd.net)**.

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 <https://pol.tasb.org/Home/Index/176>.

DISTRICT INFORMATION

Description of the District

As San Antonio's founding school district, SAISD neighborhood schools have served the heart of the Alamo City for more than 100 years. Today, SAISD serves about 45,000 students across more than 90 schools in our culturally proud, urban community.

Mission Statement, Goals, and Objectives

Policy AE

Mission Statement

To transform SAISD into a national model urban school district where every child graduates and is educated so that he or she is prepared to be a contributing member of the community.

Core Beliefs

Our ideology is reflected in our core beliefs, values, and commitments that guide us in our daily practices. The core beliefs of the District are:

- Every student and staff member should be valued and that their differences should be honored and respected.
- Every student should have equitable access to an excellent educational experience and can learn and achieve at high levels.
- Every student and staff member is entitled to a safe and secure learning and work environment.
- Every District operation should be managed and monitored efficiently and effectively.

Values

The values of the District represent the core priorities in the organization's culture, including what drives the employees' priorities and how they perform in the organization. The core values of the District are:

- Student-Centered
- High Expectations
- Commitment
- Passion
- Integrity
- Respect
- Teamwork

Commitments

Commitment statements are those actions of the Board that will ensure the fulfillment of the District's mission. The Board is committed to:

- Leading boldly and by example with all students at the forefront of all decision-making.
- Ensuring that the District is a barrier-free educational system free of implicit and explicit bias, discrimination, disproportionately, and internal and external inequities that have plagued many systems and have adversely impacted student access, achievement and discipline.
- Ensuring that all actions and allocations of resources are equitable and are made in the best interest of all students.
- Ensuring that there are no achievement gaps amongst any ethnic or socioeconomic group of children.
- Ensuring a safe learning and working environments for all students and employees.
- Ensuring that the District is fiscally responsible to our taxpayers, families and community members.
- Ensuring that a high level of professionalism and customer service is evident to all of our students, staff and stakeholders.
- Proactively seeking feedback and input from our students, families, staff and stakeholders to ensure collaborative decision making.

District Improvement Plan (DIP)

SAISD's District Improvement Plan (DIP) guides the School Board, staff, and community in working toward the mission and goals of educating all children and continuously improving their academic performance. Paramount is the need to follow the District Academic Plan which provides a strategic focus to provide a sense of direction for and establishing a commitment to educating students and graduating all for success in college or career.

Governance Goal - establishes an effective operations structure that ensures organizational stability and maximizes student performance, effective planning, effective policy development and decision-making, prudent fiscal decision-making, and establishes district-wide accountability for all stakeholders at all levels of the organization.

Academic Goal - establishes expectations of excellence and equity in student academic performance and provides high quality instructional programs for all students.

Student Support Goal - establishes expectations of excellence and equity in student social and life skill development and provides high quality and personalized student support services to all students.

Administration Goal - establishes an effective, efficient organizational structure that promotes excellence in the performance of all District staff and ensures high quality administrative support services through a district-wide accountability system.

Human Capital Management Goal - establishes an effective recruitment, hiring, and retention process to maintain the desired quantity and quality of personnel necessary to achieve the organization's mission.

Communication Goal - provides and maintains effective internal and external two-way communications that inform all stakeholders throughout the school district in a systematic and comprehensive way and are disseminated continuously and promptly.

School-Community Relations Goal - establishes and maintains student-centered and meaningful relationships with parents, business, civic, and community leaders to provide meaningful support to the public schools.

Special Facilities Construction and Improvement (Bond Construction) Goal - ensures effective and efficient implementation of the facilities construction and improvement program.

While the District has carefully developed its improvement plan to fully address the charted course to exemplary, it is difficult to reflect all District initiatives within a single document. Most of the goals and strategies presented in this plan were those specifically crafted to articulate and coordinate school and District activities related to the improvement of the instructional process.

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 laws 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 biannually on the second Saturday of May of odd-numbered years and serve four-year

terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

- Districts 1, 3, 4 & 7: 2025, 2029, etc.
- Districts 2, 5, & 6: 2023, 2027, etc.

Current Board members include:

- Christina Martinez, District 6 – President
- Alicia Sebastian, District 2 – Vice President
- Arthur V. Valdez, District 4 – Secretary
- Ed Garza, District 7 - Trustee
- Leticia Ozuna, District 3 - Trustee
- Patti Radle, District 5 - Trustee
- Sarah Sorensen, District 1 – Trustee
- Dr. Jaime Aquino - Superintendent

Generally, Trustees meet on the second and third Monday of each month at 5:30 p.m. at the location in the District as posted with the notice for that meeting. Additionally, Board Work Sessions may be scheduled as needed. A written notice of regular and special meetings will be posted on the District webpage and at the SAISD office, 514 W. Quincy, 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 one-hour notice.

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

2022-2023 Board Meeting Schedule*

Board Meeting A	Board Meeting B
No Meeting A <i>(First day of school – Aug. 16th)</i>	Monday, August 22, 2022 <i>(Combine A/B meeting)</i>
Monday, September 12, 2022	Monday, September 19, 2022
Tuesday, October 11, 2022 <i>(Columbus Day/Indigenous Peoples’ Day – Oct. 10th)</i>	Monday, October 17, 2022
Monday, November 7, 2022 <i>(Combine A&B Meeting)</i>	No Meeting B
Monday, December 5, 2022	Tuesday, December 13, 2022
Monday, January 9, 2023	Monday, January 23, 2023
Monday, February 13, 2023	Monday, February 27, 2023
No Meeting A <i>(Spring Break – Mar. 13th - 16th)</i>	Tuesday, March 21, 2023 <i>(Combine A/B meeting)</i>
Monday, April 10, 2023	Monday, April 17, 2023
Monday, May 8, 2023	Monday, May 15, 2023
No Meeting A <i>(Summer Schedule)</i>	Tuesday, June 20, 2023 <i>(Juneteenth National Independence Day – June 19th/Combine A&B Meeting)</i>
No Meeting A <i>(Summer Schedule/July 4th Break)</i>	Monday, July 17, 2023 <i>(Combine A/B Meeting)</i>

* Meeting schedule subject to change with appropriate notice.

2022-23 Schools Directory and Instructional Calendar

PHONE	NO./DIST	SCHOOL NAME	ADDRESS / ZIP CODE
HIGH SCHOOLS			
738-9763	026 / 1	Advanced Learning Academy ¹ (PK -12)	637 N. Main Ave. / 78205
228-1200	001 / 1	Brackenridge	400 Eagleland Dr. / 78210
228-1210	002 / 4	Burbank ¹	1002 Edwards St. / 78204
228-3380	028 / 3	CAST Med ¹ (9-11)	2601 Louis Bauer / 78235
554-2700	027 / 1	CAST Tech ¹	637 N. Main Ave. / 78205
738-9720	003 / 6	Edison	701 Santa Monica Dr. / 78212
738-9730	004 / 1	Fox Tech ¹	637 N. Main Ave. / 78205
223-2944	182 / 1	Healy Murphy Center (9-12)	618 Live Oak / 78202
438-6800	005 / 3	Highlands	3118 Elgin Ave. / 78210
978-7900	006 / 2	Houston	4635 E. Houston St. / 78220
438-6570	007 / 7	Jefferson ¹	723 Donaldson Ave. / 78201
978-7910	008 / 5	Lanier	1514 W. Cesar E. Chavez Blvd / 78207
486-2406	025 / 2	St. Philip's ECHS ¹	1801 Martin L. King Dr. / 78203
738-9830	022 / 1	Travis ECHS	1915 N. Main Ave. / 78212
354-9652	177 / 2	YMLA ¹ (4-12)	415 Gabriel St. / 78202
438-6525	023 / 7	Young Women's ¹ (6-12)	2123 W. Huisache Ave / 78201
TRADITIONAL MIDDLE SCHOOLS (6-8)			
978-7920	043 / 2	Davis ¹	4702 E. Houston St. / 78220
228-1220	047 / 4	Harris ¹	325 Pruitt Ave. / 78204
438-6585	044 / 3	Hot Wells	400 Hot Wlls Blvd. / 78223
438-6520	050 / 7	Longfellow	1130 E. Sunshine Dr. / 78228
228-1225	051 / 4	Lowell	919 Thompson Place / 78226
228-1235	054 / 4	Poe	814 Aransas Ave. / 78210
978-7925	055 / 5	Rhodes	3000 Tampico St. / 78207
438-6840	057 / 3	Rogers	314 Galway St. / 78223
978-7930	061 / 5	Tafolla	1303 W. Cesar E. Chavez Blvd / 78207
738-9755	059 / 6	Whittier	2101 Edison Dr. / 78201
438-6525	023 / 7	Young Women's ¹ (6-12)	2123 W. Huisache Ave / 78201
ACADEMIES (PK-8 unless otherwise noted)			
738-9760	026 / 6	Advanced Learning Academy ¹ (PK-12)	621 W. Euclid Ave. / 78212
738-9765	106 / 6	Beacon Hill	1411 W. Ashby Place / 78201
228-3300	107 / 1	Bonham ¹ (K-8)	925 S. St. Mary's St. / 78205
738-9770	147 / 1	Bowden (HS, PK-8)	515 Willow St. / 78202
738-9780	117 / 6	Cotton ¹	1616 Blanco Rd. / 78212
738-9785	118 / 5	Crockett	2215 Morales St. / 78207
438-6875	168 / 3	Democracy Prep ¹ (Stewart)	1950 Rigsby Ave. / 78210
438-6540	123 / 7	Fenwick ¹	1930 Waverly Ave. / 78228
738-9795	179 / 1	Hawthorne ¹ (K-8)	115 W. Josephine St. / 78212
738-9740	138 / 5	Irving Dual Language ¹	1300 Delgado St. / 78207
228-3345	141 / 4	Japhet	314 Astor St. / 78210
978-7935	142 / 2	M.L. King ¹ (K-8)	3501 Martin L. King Dr. / 78220
438-6880	210 / 3	Mission	9210 S. Presa St. / 78223
738-9825	161 / 6	W. Rogers	620 Mcilvaine St. / 78212
438-6870	166 / 3	Steele Montessori ¹ (PK-5)	722 Haggin St. / 78210
738-9745	163 / 6	Twain Dual Language ¹ (PK- 7)	2411 San Pedro Ave. / 78212
438-6560	175 / 7	Woodlawn ¹ (K-8)	1717 W. Magnolia Ave. / 78201
354-9652	177 / 2	YMLA ¹ (4-12)	415 Gabriel St. / 78202
ELEMENTARY SCHOOLS (PK-5 unless otherwise noted)			
438-6530	101 / 6	Arnold (HS, PK-5)	467 Freiling Dr. / 78213
438-6845	103 / 3	Ball ¹	343 Koehler Court / 78223
978-7940	162 / 5	Barkley-Ruiz ¹	1111 S. Navidad St. / 78207
438-6535	105 / 7	Baskin	630 Crestview Dr. / 78201
978-7950	110 / 5	JT Brackenridge (HS, PK-5)	1214 Guadalupe St. / 78207
228-3305	112 / 4	Briscoe ¹	2015 S. Flores St. / 78204

978-7960	114 / 2	Cameron ¹	3635 Belgium Lane / 78219
978-7970	241 / 5	Carvajal (HS, KG-5)	225 Arizona Ave. / 78207
228-3310	116 / 4	Collins Garden	167 Harriman Place / 78204
978-7975	121 / 5	De Zavala (HS, PK-5)	2311 San Luis St. / 78207
228-3315	119 / 1	Douglass	318 Martin L. King Dr. / 78203
438-6850	124 / 3	Forbes	2630 Sally Gay Dr. / 78223
438-6855	125 / 3	Foster (HS, PK-5)	6718 Pecan Valley Dr. / 78223
738-9790	126 / 6	Franklin	1915 W. Olmos. Dr. / 78201
978-7980	127 / 2	Gates ¹ (PK-6)	510 Morningview Dr. / 78220
228-3320	129 / 4	Graebner (HS, PK-5)	530 Hoover Ave. / 78225
228-3325	131 / 4	Green (K-5)	122 W. Whittier St. / 78210
228-3330	132 / 4	Herff	996 S. Hackberry St. / 78210
438-6860	134 / 3	Highland Hills	734 Glamis Ave. / 78223
228-3335	135 / 4	Highland Park	635 Rigsby Ave. / 78210
228-3340	136 / 4	Hillcrest	211 W. Malone Ave. / 78214
978-7985	137 / 2	Hirsch (HS, PK-5)	4826 Sea Breeze Dr. / 78220
438-6580	139 / 7	Huppertz ¹ (HS, PK-5)	247 Bangor Dr. / 78228
228-3350	143 / 4	Kelly	1026 Thompson Place / 78226
978-7990	144 / 5	S. King (HS, PK-5)	1001 Ceralvo St. / 78207
738-9800	146 / 1	Lamar ¹ (PK-6)	201 Parland Place / 78209
438-6545	148 / 7	Madison (HS, PK-5)	2900 W. Woodlawn Ave. / 78228
738-9805	149 / 5	Margil	1000 Perez St. / 78207
438-6550	150 / 7	Maverick (HS, PK-5)	107 Raleigh Pl. / 78201
978-7995	153 / 2	Miller	207 Lincolnshire Dr. / 78220
738-9810	155 / 6	Neal (HS, PK-5)	3407 Capitol Ave. / 78201
738-9815	157 / 5	Ogden ¹	2215 Leal St. / 78207
738-9820	158 / 1	Pershing	600 Sandmeyer St. / 78208
228-3355	160 / 4	Riverside Park	202 School St. / 78210
438-6873	133 / 5	Rodriguez Montessori ¹ (PK-2)	3626 W César Chavez Blvd. / 78207
438-6865	164 / 3	Schenck (HS, PK-5)	101 Kate Schenck Ave. / 78223
228-3360	165 / 2	Smith	823 S. Gevers St. / 78203
978-8005	169 / 5	Storm ¹ (PK-6)	435 Brady Blvd. / 78207
738-9840	172 / 2	Washington (PK-6)	1823 Nolan St. / 78202
738-9845	174 / 6	Wilson	1421 Clower St. / 78201
438-6565	176 / 7	Woodlawn Hills ¹	110 W. Quill Drive / 78228
554-2710	120 / 4	YWLA @ Page Primary ¹ (K-3)	401 Berkshire / 78210
EARLY CHILDHOOD EDUCATION CENTERS			
978-7965	240 / 2	Carroll ¹ (HS, K-2)	463 Holmgreen Rd. / 78220
438-6830	246 / 1	Gonzales (HS, PK)	518 E. Magnolia / 78212
228-3365	242 / 4	Knox	302 Tipton Ave. / 78204
438-6555	245 / 7	Nelson	1014 Waverly Ave. / 78201
738-9835	244 / 2	Tynan ¹	925 Gulf St. / 78202
SPECIAL CAMPUSES			
438-6810	024 / 5	Cooper Academy at Navarro (9-12)	623 S. Pecos / 78207
438-6820	010 / 5	Estrada A.C. (6-12)	1112 S. Zarzamora St. / 78207
335-7865	195 / 1	Bexar Cty Juvenile Detention Ctr (5-12)	600 Mission Rd. / 78210
212-2500	201 / 7	Children's Shelter of SA (PK3-5)	2939 W. Woodlawn / 78228
223-2944	182 / 1	Healy Murphy Center (9-12)	618 Live Oak / 78202
224-9569	202 / 1	Healy Murphy Center (PK3/PK4)	618 Live Oak / 78202
335-8500	020 / 1	Bexar Cty Juvenile Detention Ctr (4-12)	1402 N. Hackberry / 78208

Board of Education: Christina Martinez, President, District 6; Alicia Sebastian, Vice President, District 2; Arthur V. Valdez, Secretary, District 4; Patti Radle, Trustee, District 5; Ed Garza, Trustee, District 7; Leticia Ozuna, Trustee, District 3; Sarah Sorensen, Trustee, District 1.

Superintendent Of Schools: Dr. Jaime Aquino



2022-2023

INSTRUCTIONAL CALENDAR

San Antonio Independent School District
 514 W. Quincy St. | San Antonio, Texas 78212
 210-554-2200 (phone) | www.saisd.net

Facebook Instagram Twitter
 @SanAntonioISD @SAISD

'22 JULY							AUGUST							SEPTEMBER							LEGEND						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Regular Instructional Day	Professional Development	Holiday	Inclement Weather Makeup Day	Start of Grading Period End of Grading Period	Student Holiday Staff Development Tch. Pro. Time (Max 2 Hrs)	Teacher Workday Student Holiday
					1	2	1	2	3	4	5	6			1	2	3										
3	4	5	6	7	8	9	7	8	9	10	11	12	4	5	6	7	8	9	10								
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17							
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24							
24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	30											
31																											

OCTOBER							NOVEMBER							DECEMBER							'23 JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5			1	2	3	1	2	3	4	5	6	7		
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30	31							
30	31																										

FEBRUARY							MARCH									
S	M	T	W	T	F	S	S	M	T	W	T	F	S			
						1							1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11			
12	13	14	15	16	17	18	12	13	14	15	16	17	18			
19	20	21	22	23	24	25	19	20	21	22	23	24	25			
26	27	28					26	27	28	29	30	31				

APRIL							MAY											
S	M	T	W	T	F	S	S	M	T	W	T	F	S					
						1							1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13					
9	10	11	12	13	14	15	14	15	16	17	18	19	20					
16	17	18	19	20	21	22	21	22	23	24	25	26	27					
23	24	25	26	27	28	29	28	29	30	31								
30																		

JUNE							JULY											
S	M	T	W	T	F	S	S	M	T	W	T	F	S					
						1												1
4	5	6	7	8	9	10	2	3	4	5	6	7	8					
11	12	13	14	15	16	17	9	10	11	12	13	14	15					
18	19	20	21	22	23	24	16	17	18	19	20	21	22					
25	26	27	28	29	30		23	24	25	26	27	28	29					
							30	31										

435 minutes per day
Calendar includes at least 75,600 minutes.
Total = 76,995 minutes (without the waiver)
Grading Periods:
9 weeks: 1st = 38 days | 2nd=42 days | 3rd= 47 days | 4th= 50 days
177 student days
187 teacher days

IMPORTANT DATES

- 2022**
- July 4 - July 8 - District Closed; Holiday - Independence Day
 - August 9 - 11 - Professional Development
 - August 12 | Aug. 15 - Teacher Workday
 - August 16 - First Day of School | Start of 1st Grading Period | Start of 1st Semester
 - September 5 - Holiday - Labor Day
 - October 7 - End of 1st Grading Period
 - October 10 - Holiday - Columbus Day | Indigenous Peoples' Day
 - October 11 - Start of 2nd Grading Period
 - Oct. 21 | Oct. 24 - Teacher Workday | Parent/Teacher Conferences | Student Holiday
 - November 21 - 25 - Holiday - Thanksgiving Break
 - December 16 - End of 2nd Grading Period | End of the 1st Semester
 - December 19- December 30 - Holiday - Winter Break
- 2023**
- January 2 - Student Holiday | Staff Dev. | Teacher Pro. Time (Max 2 Hrs.)
 - January 3 - Start of 3rd Grading Period | Start of the 2nd Semester
 - January 16 - Holiday - Martin Luther King Jr. Day
 - February 20 - Presidents Day | Inclement Weather Makeup Day
 - March 10 - End of 3rd Grading Period
 - March 13 - March 17 - Holiday - Spring Break
 - March 20 - Student Holiday | Staff Dev. | Teacher Pro. Time (Max 2 Hrs.)
 - March 21 - Start of 4th Grading Period
 - April 4 - 6 - STAAR Testing
 - April 7 - Holiday - Easter Break
 - April 28 - Holiday - Battle of Flowers
 - May 2 - 19 - STAAR Testing
 - May 29 - Holiday - Memorial Day
 - June 1 - Last Day of School | End of 4th Grading Period | End of the 2nd Semester
 - June 2 - Teacher Workday | Inclement Weather Makeup day
 - June 19 - Juneteenth National Independence Day
 - June 20 - 30 - STAAR Testing
 - July 3 - 7 - District Closed; Holiday - Independence Day

EMPLOYMENT

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, San Antonio ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates and authorizes the following employee as the Title IX Coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment:

Christopher Martinez
Executive Director, Employee Services and Relations
514 W. Quincy
San Antonio, Texas 78212
Cmartinez18@saisd.net
(210) 554-8410

Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The District designates and authorizes the following employee as the ADA/Section 504 Coordinator for employees for concerns regarding discrimination on the basis of a disability:

Lorena Rios
Director, Employee Benefits, Risk Management and Safety
514 W. Quincy
San Antonio, Texas 78212
Lrios5@saisd.net
(210) 554-8660

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the district's website.

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain 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 Website (www.trs.texas.gov).

Contract and Noncontract Employment

Policy 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 nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for 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 online, or copies will be provided upon request.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) may be employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

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

Certification and Licenses

Policies DBA, DF

Employees whose positions require SBEC certification, or a 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(s) and/or obtained or renewed their licensure credentials to **Human Capital Management Systems and Strategy** in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify **Human Capital Management Systems and Strategy** at HCMsupport@saisd.net and their supervisor when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 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 **Human Capital Management Systems and Strategy** at HCMsupport@saisd.net if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact **Human Capital Management Systems and Strategy** at HCMsupport@saisd.net if you have any questions regarding reverification of employment authorization.

Searches and Alcohol and Drug Testing

Policy CQ, 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, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business.

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

All employees required to have a CDL are also required to provide consent for the District to conduct a full query through the Federal Motor Carrier Safety Administration (FMCSA) CDL Clearinghouse.

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

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 testing policies and related educational material should contact Employee Benefits, Risk Management and Safety.

Health Safety Training

Policies DBA, DMA

Certain employees* who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated 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, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their campus or department administrator, as appropriate.

Employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder awareness, recognition, and related first aid.

Student Health Services Staff receive the following trainings:

Cardiopulmonary Resuscitation (CPR), First Aid, and Automated External Defibrillator (AED): Nurses and Health Assistants require certification in Cardiopulmonary Resuscitation (CPR), First Aid, and Automated External Defibrillator (AED) through the American Heart Association every two years. These courses are conducted by certified Student Health Services Staff.

Seizure Disorders: Once a year, school nurses, health assistants, and employees who have regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder awareness, recognition, and related first aid.

Unlicensed Diabetes Care Assistant (UDCA): Licensed nurses coordinate the training of Unlicensed Diabetes Care Assistants (campus principal designee and health assistants) through Region 20 and provide quarterly refresher sessions during the school year.

Food Allergy (Anaphylaxis): Campus nurse provides annual awareness training to the entire campus and specific training to campus staff involved with students identified with a food allergy.

Bloodborne Pathogens (BBP): Campus nurse annually reviews protocols with the entire campus.

Stop the Bleed: Nurses and Health Assistants are to receive an agency – approved training on the use of a bleeding- controlled station in the event of a traumatic injury.

All certifications and documentation of trainings completed must be submitted to and kept on file by Student Health Services.

(*) – all campus physical education teachers, campus nurses, health assistants, marching band directors, cheerleading coaches, student athletic trainers, middle/high school coaches or chief

sponsors of an extracurricular athletic activity that is sponsored or sanctioned by the District or University Interscholastic League (UIL).

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the campus principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Whenever possible, without violating contract obligations or policy provisions, the campus principal and department head will have input in the selection and placement of personnel. Assignments are made to approved, budgeted positions only.

An employee with the required qualifications for a position may request a transfer to another campus or department by completing the on-line process, which is then submitted to Human Capital Management. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found.

Employees will be notified of changes in assignments for the next school year as soon as possible. If a change in assignment is made later than the last contract day of the school year, the employee will be notified in writing.

Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (LOCAL).

Workload and Work Schedules

Policies 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 workday calendar is provided 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 made available each school year.

Classroom teachers will have planning periods for instructional preparation including 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.

Breaks for Expression of Breast Milk

Policies 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 Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA 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 contact Human Capital Management.

Outside Employment and Tutoring

Policy DBD, SAISD Code of Ethics

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. Teachers are not allowed to privately tutor their students for pay, except during the summer months when they are off contract.

Outside employment is also considered secondary to the employee's District employment. Any outside employment that could require the employee to request leave from the district is generally prohibited under the SAISD Code of Ethics.

Performance Evaluation

Policy 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 full-time employees will participate in the evaluation process to include goal setting with their assigned appraiser at least annually. Reports, correspondence, and memoranda may also be used to document performance information. Evaluation activities will be completed through the district's electronic evaluation management system. Evaluation documents will be shared electronically with all employees by their appraiser. Full-time employees will participate in a summative/end-of-year performance conference with their supervisor; and will have the opportunity to respond to the evaluation. Performance evaluation documents are confidential and should not be shared with individuals other than the person being appraised. This includes any appraisal document, not just written evaluations from a specific appraisal process.

<https://livesaisd.sharepoint.com/sites/AppraisalHub>

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, San Antonio 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 district office.

Staff Development

Policy DMA

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 noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

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

District Communications

Throughout the school year, Communications publish newsletters, newspapers, brochures, fliers, news releases, and other communication materials in hard copy and on-line at www.saisd.net. These publications offer employees and the community information pertaining to school activities and achievements.

COMPENSATION AND BENEFITS

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and the [Compensation Resource Manual](#). 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 an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek.

All employees will receive written notice of their pay during the Fall semester. Workday calendars are available online [here](#). 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 Compensation Department for more information about the district's pay schedules or their own pay. Specific contact information may be obtained on the Compensation Department's [webpage](#).

Annualized Compensation

Policy DEA

The District pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly payments, beginning with the first pay period of the school year. If a salaried employee separates from service or retires under TRS, the employee shall receive in their final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation, if any is due and owing.

Paychecks

Professional and paraprofessional employees are paid monthly. Classified Staff, part-time employees, substitute food service workers, and substitute teachers are paid on a bi-weekly schedule. During the school year, paychecks for employees who participate in Direct Deposit are deposited to the financial institution of their choice. Employees who do not participate in Direct Deposit can choose the Payroll Card Program. Check stubs are also available via the Employee Portal. Substitute teachers, substitute food service workers and part-time employees receive their payroll check stub at the home address on file.

Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

The schedule of pay dates for the 2022-23 school year can be found in the Payroll Manual on the Finance Department's webpage.

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. With automatic deposit, an employee's pay will normally reach the various financial institutions the night before a scheduled pay date. An earnings statement will be available to view through Frontline. Employees must complete the required form and submit a voided deposit slip/check to initiate this service. Contact the Payroll Department for more information about Direct Deposit and the Payroll Card Program.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) and Social Security employee contributions
- Federal income tax required for all employees
- Medicare tax
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance, as well as annuities. Employees also may request payroll deduction for payment of membership dues to professional organizations, in accordance with board policy. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

Policies DEAB, DEC

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. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Saturday and ends at midnight Friday.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- All overtime must have prior approval from the employee's supervisor and be in compliance with the appropriate administrative procedure.
- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year 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 is 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.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and the Finance Department 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 and the Internal Revenue Service (*see SAISD Travel Guidelines*).

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is available to all eligible employees beginning the first day of the following month in which they are hired. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees on the Employee Benefits, Risk Management and Safety department webpage or via a hard copy, upon request.

The health insurance plan year is from January through December. New employees must complete enrollment forms within the first 31 days of employment. Current employees can make changes in their insurance coverage during the open-enrollment period (generally mid-September to mid-October) of each year. Employees should contact Employee Benefits, Risk Management and Safety at 210-554-8660 for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in the following supplemental insurance programs: Term Life Insurance, Flexible Spending Accounts, Accident Insurance, Critical Illness Insurance, Telemedicine and Disability. Premiums for these programs can be paid by payroll deduction. Employees should contact the Office of Employee Benefits, Risk Management and Safety at 210-554-8660 for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis. A third-party administrator handles employee claims made on these accounts.

Workers' Compensation Insurance

Policy CRE

San Antonio ISD is a self-insured governmental entity admitted by the Texas Department of Insurance, Division of Workers' Compensation as a self-insured employer providing workers' compensation insurance in the event of work-related injury or occupational disease. Claims for injuries or occupational diseases under workers' compensation will be administered by the district's third-party administrator.

The purpose for providing workers' compensation insurance is to provide medical care and income benefits to employees who are injured in the course and scope of their employment with the district. Only injuries or illnesses sustained in the course of employment could give rise to a compensable workers' compensation claim. Workers' Compensation is regulated by the Texas Department of Insurance (TDI). The Division of Workers' Compensation (DWC) provides oversight of the handling of injured employees' claims. These entities ensure that medical treatment guidelines, timelines to process claims, benefits and dispute resolution procedures are followed. The Division of Workers' Compensation (DWC) also provides an Employee's Explanation of Rights and Benefits to injured employees.

All work-related injuries or illnesses should be reported immediately to their supervisor.

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 through the Texas Workforce Commission. Employees are generally 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 can contact the Office of Employee Benefits, Risk Management and Safety at 210-554-8660 or their closest Texas Workforce Commission Office.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are 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 their immediate supervisor and the Office of Employee Benefits, Risk Management and Safety as soon as possible. Employees should also notify Human Capital Management by completing and submitting a formal notice of retirement. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov).

Employee Assistance Program

All employees, regardless of whether they are enrolled in the District's health insurance, have access to additional resources and benefits through Aetna Resources For Living. Benefits include short-term counseling, legal and financial services, and Worklife services. For more information, employees may visit www.resourcesforliving.com.

LEAVES AND ABSENCES

Policies 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 expect to be absent for an extended period of more than five (5) days should call the Office of Employee Benefits, Risk Management and Safety at 210-554-8660 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Any absences beyond available paid leave shall result in deductions from the employee's pay. An employee will not earn local leave when they are on an unpaid leave. An employee using full or proportionate paid leave shall be considered to be in paid status.

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 sick leave, until exhausted.
- State sick leave accumulated before the 1995-96 school year, until exhausted.
- State personal leave, until exhausted.

Employees must follow district and department/campus procedures to report or request any leave and complete any appropriate forms or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

Immediate Family. For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or another individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild (must have legal custody of grandchild, court documents required).
- Any person residing in the employee's household at the time of illness or death.

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these terms can be found in board policies DEC and DECA.

Medical Certification. Any employee, who is absent more than 5 days because of a personal or family illness, must submit a medical certification form from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work. The medical certification form must be submitted to the Office of Employee Benefits, Risk Management and Safety, and should not be submitted to the employee’s campus or department.

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.

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.

Attendance. Employees are reminded that attendance and punctuality are essential functions of all positions. Employees must follow all requirements as directed by their supervisor regarding when and how an absence or a tardy must be reported. Failure to follow the correct processes, excessive absenteeism, absences that otherwise negatively impact the students or mission of the District, may be addressed through disciplinary procedures.

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 allow very little, if any, advance planning. Nondiscretionary 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 their campus principal or supervisor as soon as the employee is aware of the need to be absent. The use of discretionary days by any employee in a manner that negatively impacts the students or mission of the District may be addressed through the District's disciplinary procedures.

Leave Proration. If an employee separates from employment with the district before their 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 their 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 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 employees may earn up to five workdays of paid local leave per school year. However, a person whose employment exceeds 194 days shall be eligible to earn a prorated portion of two additional workdays of local leave. The proration shall occur in half-day increments based on the total number of days worked in a regular position. Local leave shall accumulate without limit. Accrued days of leave shall be rolled over from year to year. Balances of accumulated leave shall be indicated on the employee's paystub. It shall be the employee's responsibility to ensure the accuracy of leave balances and to notify payroll of any discrepancies. Absences taken in one pay period may not be reflected until a subsequent pay period.

Requesting a Substitute or Reporting an Absence

When an employee must be absent, there are specific guidelines for reporting purposes. The following eligible employees **MUST** request a substitute through the District's Absence Management System:

- Teachers
- Instructional Assistants (Head Start and Special Education)

- Food Service Cooks (via their cafeteria manager)

Nurses and Health Assistants secure coverage through Student Health Services.

Positions outside of the list of employees eligible for substitutes (listed above) are not authorized to request a substitute without approval. Requesting a substitute for the following positions or any position outside of the list of eligible substitutes must be submitted for approval:

- Principals
- Assistant Principals*
- Administrative Assistants and Clerks
- Counselors

*Campuses without Assistant Principals are eligible for substitutes.

Personnel ineligible for substitutes shall report their absence(s) following their campus or department reporting procedure. Any position not authorized to receive a substitute may request one for approval for extended absences (5 or more consecutive workdays). Extended absences must be approved through the Employee Benefits, Risk Management and Safety. Requests require written approval of the appropriate Assistant Superintendent and the Executive Director of Recruitment and Staffing (via Human Capital Management's Substitute Department).

Verbal commitments are binding and **MUST** be entered into the District's Absence Management System. A confirmation number must be given to secure the substitute.

Funding Requirement – Approved substitutes will be paid through budget codes provided by Budget Services. A substitute for positions ineligible for substitute coverage may not be secured without prior written authorization. If the request for substitutes outside of eligible personnel is denied, the campus may pay for the substitute out of their budget.

Sick Leave Bank

Policy DEC

The district shall establish a sick leave bank that employees may join through contribution of earned local leave or state personal leave. Leave contributed to the bank shall be extended to the employee's immediate family. An employee who is a member of the bank and who has exhausted all available paid leave, and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family, may request leave from the bank. Catastrophic illness or injury requires the services of a licensed practitioner for a prolonged period of time, and eligible condition typically require prolonged hospitalization or recovery, or are expected to result in disability or death. 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.

Family and Medical Leave Act (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.

Leave Entitlements

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period (measured backward from the date an employee uses FML) for the following reasons:

- The birth of a child or placement of a child for adoption or foster care.
- To bond with a child (leave must be taken within 1 year of the child’s birth or placement).
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition.
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job.
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

An eligible employee who is a covered servicemember’s spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness. An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. Substitution of accrued paid leave for FMLA leave requires the employee to comply with the employer’s normal paid leave policies.

Benefits and Protections

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual’s FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;

- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

Requesting Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform their job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if they are eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, 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 that provides greater family or medical leave rights.

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

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period, measured backward from the date an employee uses FML.

Use of Paid Leave. FML 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 FML, if applicable, and notify the employee that accumulated leave will run concurrently.

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.

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according the procedures outlined in policy (see DECA (LEGAL)).

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more

than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact. Employees that require FML or have questions should contact the Office of Employee Benefits, Risk Management and Safety at 210-554-8660 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, they have 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, they should notify the Office of Employee Benefits, Risk Management and Safety 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 to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or -illness wages. While an

employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who sustains an injury as the result of a physical assault suffered during the performance of their job. An incident involving an assault is a work-related injury and should be immediately reported to the Office of Employee Benefits, Risk Management and Safety at 210-554-8660.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries 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. Medical documentation must support the need for the employee to be absent from work to recuperate from their physical injury. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Jury Duty

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to their supervisor as soon as it is received and may be required to provide Payroll a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena

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 personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

Truancy Court Appearances

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

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 15 days of paid leave per fiscal year when engaged in authorized training or duty orders by proper authority. An additional seven (7) days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the Office of Employee Benefits, Risk Management and Safety at 210-554-8660. 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 Office of Employee Benefits, Risk Management and Safety at 210-554-8660 for details on eligibility, requirements, and limitations.

Peace Officers Mental Health Leave / Quarantine Leave

Peace Officers Mental Health Leave

Peace Officers who experience a traumatic event (on or after September 1, 2021) in the scope of their District employment will be provided mental health leave in accordance with District policy DEC (LOCAL). A traumatic event is an incident or event that causes physical, emotional, or psychological harm. Traumatic events are characterized by a sense of horror, helplessness, serious injury, or the threat of serious injury or death. A traumatic event does not include an employee's reaction to legitimate personnel action, including a transfer, promotion, demotion, disciplinary action (e.g., verbal or written warning), or termination.

Police Officers will be required to follow district and department procedures to report or request mental health leave and complete the appropriate forms and certification.

If you are in need of leave assistance, please reach out to Office of Employee Benefits, Risk Management and Safety at 210-554-8660.

Peace Officers Quarantine Leave

A peace officer who (on or after September 1, 2021) is ordered by the local health authority or supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty is entitled to paid leave for the period specified in the order.

Confidentiality of health or personnel information will be maintained unless disclosure serves lawful professional purposes or is required by law. All employment benefits and compensation including leave accrual balances and health benefits will continue to be received for the duration of either type of leave.

EMPLOYEE SERVICES

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 District newsletters, and through special events and activities. Service pins are distributed to employees in 5-year increments for their service to SAISD, and a banquet is held annually for SAISD Retirees. Recognition and appreciation activities include awards such as the following:

- Rising Star New Teacher Award
- SAISD Teacher of the Year
- Great Employees Modeling our Standards (G.E.M.S.) Award
- Trinity Prize
- HEB Excellence in Education Award
- KENS 5/Credit Human EXCEL Award
- Region 20/Texas Association of School Administrators (TASA) Teacher of the Year
- Humanities Texas Outstanding Teaching Award
- STEM Education Excellence Award

EMPLOYEE RELATIONS

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 available at the District's Policy On Line website: [DGBA \(LOCAL\)](#).

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, 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, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the Superintendent knew of the incident.

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. This chapter shall apply to educators and candidates for certification. (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 intentionally, knowingly, or recklessly 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 that are used 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, knowingly, or recklessly 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, abuse, or distribution of controlled substances, prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not be under the influence of alcohol or 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.

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

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 was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

SAISD's Code of Ethics

All District employees and board members shall abide by the conduct and expectations in the SAISD's Code of Ethics. To the extent that the Code of Ethics does not conflict with federal or state law, the SAISD Code of Ethics supersedes any conflicting local board policy provision. The full SAISD Code of Ethics is available on the Board of Trustees webpage or by clicking [here](#). All employees and board members shall be trained on the Code of Ethics every two years, or sooner, if substantive changes are made. A violation of the SAISD Code of Ethics may subject the employee to disciplinary action, up to and including termination of employment.

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.

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.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to their supervisor, the campus principal, the Title IX coordinator, or the Superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is available at the District's Policy On Line website or by clicking on the link: [DIA \(LOCAL\)](#).

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

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. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or Superintendent and take any other steps required by district policy.

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 has reasonable cause to believe that child abuse or neglect occurred must also report their knowledge or suspicion to the appropriate authorities, as required by law.

"Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. Additional information is available in [DHB \(LEGAL\)](#).

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is located in [FFH \(LOCAL\)](#).

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have reasonable 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, elderly person, or person with a disability.

Reports to Child Protective Services can be made to the Texas Abuse Hotline (800-252-5400) or online at <https://www.txabusehotline.org/Login/Default.aspx>. 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 taking an adverse employment action against a certified or licensed professional 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. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. 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 campus principal before making a report to the appropriate agency.

Reporting the concern to the campus principal does not relieve the employee of the requirement to report it 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 sexual abuse and other maltreatment of children, which may be accessed by contacting the Office of Academics and School Leadership. 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 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 has reasonable cause to believe 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 following 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.

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ

The District's technology resources, including its networks, computer systems, email 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. A copy of the agreement appears in the Appendix at the end of this Handbook. 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 Information Technology Department.

Employees are required to complete various cybersecurity trainings throughout the year in an effort to help protect the District against cyberattacks. Employees are also expected to participate in IT-approved phishing email tests and be considered successful at identifying such emails.

Personal Use of Electronic Communications

Policy CQ, DH

Electronic communications include all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications also include 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 communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform their 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 communications for personal purposes shall observe the following:

- The employee may not set up 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, the SAISD Code of Ethics, administrative procedures, 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 DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private email 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 DH (EXHIBIT)]

See *Electronic Communications between Employees, Students, and Parents*, below, for regulations on employee communication with students through electronic media.

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to the provisions regarding electronic communications with a student 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.

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *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 administrative procedures 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, campus principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.
- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 8:00 a.m. (local time) unless the subject of the message relates to a school-related activity that is occurring during the black-out time period. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- 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.
- 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. The employee must enable administration and parents to access the employee’s professional page.
- 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 procedures, 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 DH]
- 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 email, 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 their immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district’s record retention policy.
- An employee shall notify their supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Policy DH

Employees should not maintain district information on privately-owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

Criminal History Background Checks

Policy DBAA

Employees are 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 all 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 their campus 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 Texas Family Code

If an educator is arrested or criminally charged, the Superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

Alcohol and Drug-Abuse Prevention

Policy DH

San Antonio ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use can be found at Board Policy [DH \(LOCAL\)](#).

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

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, SAISD Code of Ethics

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 include 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 CB, DBD, SAISD Code of Ethics

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, SAISD Code of Ethics

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, SAISD Code of Ethics

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.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

Charitable Contributions

Policy DG

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

Safety

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Always keep work areas clean and orderly.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other

electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact Human Capital Management's Office of Employee Benefits, Risk Management and Safety at 210-554-8660.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the SAISD Police Department at 210-354-9000 immediately.

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 the individual 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. The Asbestos Hazard Emergency Response Act (AHERA) requires that notification of the availability of Asbestos Management Plans be made to all District employees each school year. As required by Environmental Protection Agency regulation 40 CFR Part 763 Subpart E, SAISD hereby notifies District employees that an Asbestos Management Plan is available for review, during normal business hours, in the campus administration offices, as well as district facilities offices. Periodic inspections of all identified asbestos containing materials are made at least every six months. Certified re-inspections are conducted every three years.

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 teacher workrooms (at campuses) and near the main entrance (for other district facilities). 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.

GENERAL PROCEDURES

Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify local radio and television stations.

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. 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 Procurement 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 Procurement Department for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify Human Capital Management if there are any changes or corrections to their name, home address, contact telephone number, personal email address, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the Human Capital Management's website [here](#).

Personnel Records

Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. *Human Capital Management will never disclose social security numbers.*

Employees may choose to have the following personal information withheld:

- Home Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to HCMSupport@saisd.net. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if they are subject to any exception for disclosure of personal or confidential information.

Service Records

During the hiring process and/or within 30 days of employment with SAISD, employees are expected to contact all previous school district employers so that a copy of all service records are sent directly to Human Capital Management.

If the service record is being sent electronically, it must come directly from the previous district to SAISD. Onboarding employees can direct previous employers to send service records to onboarding@saisd.net. If the employee hand-delivers the service record to SAISD, it must be in a sealed envelope from the previous district. Emailed service records from the employee to SAISD will not be accepted.

Failure to follow the correct process could result in the employee forfeiting compensation.

Employees (and former employees) may request their service records by emailing EmployeeRecordRequest@saisd.net.

Public Service Loan Forgiveness Program Requests

Employees who are seeking student loan forgiveness may submit paperwork by emailing EmployeeRecordRequest@saisd.net.

Employment Verification Requests

Employment Verification Requests may be sent to EmployeeRecordRequest@saisd.net.

Facility Use

Policy DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. Scheduling the use of facilities after school hours is done through the Facilitron platform at: <https://www.facilitron.com/saisd78210>. Employees should contact the Construction and Development Services Department if issues arise.

TERMINATION OF EMPLOYMENT

Resignations

Policy DFE, DHB

Employees may submit their resignation electronically through the [Employee Portal](#).

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 calendar days before the first day of instruction of the following school year. A written notice of resignation should be submitted electronically to Human Capital Department via the [Employee Portal](#). Contract employees may resign at any other time only with the approval of the Superintendent or District Administrator designated by the Board of Trustees to accept resignations. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The campus principal is required to notify the Superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency*. The Superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

Noncontract Employees. Noncontract employees may resign their position at any time. A written notice of resignation should be submitted electronically to Human Capital Management via the [Employee Portal](#) 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.

The campus principal is required to notify the Superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The Superintendent will notify TEA within seven business days of receiving a report from a campus principal or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB

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 timelines and procedures to be followed when a suspension,

termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The Principal is required to notify the Superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency (below). The Superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

Dismissal of Noncontract Employees

Policies DCD, DP

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, sex, 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.

The campus principal is required to notify the Superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The Superintendent will notify TEA within seven business days of receiving a report from a campus principal or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Exit Interviews and Procedures

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

Reports to Texas Education Agency

Policies DF, DHB, DHC

Certified Employees. The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The reporting requirements above are in addition to the Superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Noncertified Employees. The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the Superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

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. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- 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

In an effort to promote nondiscrimination and as required by law, San Antonio ISD does not discriminate based on race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the District Title IX Coordinator for students:

Victoria Bustos
Executive Director, Student and Academic Support Services
514 W. Quincy
San Antonio, Texas 78212
VBustos1@saisd.net
(210) 554-2575

Questions or concerns about discrimination based on a disability should be directed to the District's ADA/Section 504 Coordinator for students:

Julie Ann Gonzalez
Director, Section 504/Dyslexia
514 W. Quincy
San Antonio, Texas 78212
JGonzalez12@saisd.net
(210) 554-2570

All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

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 Parent-Student Handbook provides detailed information on student records. Parents or students who want to review student records (for currently enrolled students) should be directed to the Campus Principal for assistance. For requests made by third parties, including attorneys, the Campus Principal must also notify the Director of Policies and Procedures at 210-554-8480.

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 teacher 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 campus principal’s response.

Administering Medication to Students

Policy FFAC

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen[®]), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from their parent and the medicine in its original, properly labeled container. Contact the campus principal or school nurse for information on procedures that must be followed when administering medication to students. Herbal substances or dietary supplements provided by the parents are administered only if they are required by the individualized education program or Section 504 plan of a student with disabilities.

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 their 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, SAISD Student Code of Conduct

SAISD schools purposefully cultivate climate to honor student identities, reflect the distinct spirit of the community, promote the importance of positive, healthy relationships, and meet students where they are. We are committed to providing a safe, supportive school environment for all students, families, communities, and staff by employing prevention and intervention strategies that help students grow in their social, emotional, and behavioral skills. The Student Code of Conduct provides resources and strategies that may be used prior to or in addition to any disciplinary response to student behaviors that are not conducive to a positive, productive learning environment. Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking action that leads to improved student outcomes. Such action may include a range of intervention strategies and disciplinary consequences as outlined in the Student Code of Conduct. 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 policies and procedures for attendance accounting. The 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 provide a note that describes the reason for the absence **within 48 hours**. The note shall be signed by the student’s parents, or by the student, if the student is at least 18 years of age or is an emancipated minor. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Accommodations for Deaf or Hard-of-Hearing Parents or Guardians

Policy GA

In-person sign language interpreting services are available with 48-72 hours advanced notice to the Section 504/Dyslexia Department. Employees who are aware of a deaf or hard of hearing parent and/or guardian who may need accommodations should contact Julie Ann Gonzalez, Director for Section 504/Dyslexia, 514 W. Quincy, San Antonio, TX 78212, at (210) 554-2570. A sign-language interpreter request form can be accessed at: [Interpreter Request Form](#) and is also available on the District’s Section 504/Dyslexia Department webpage (under “Forms and Documents”).

Bullying

Policy FFI

Bullying is defined by Tex. Educ. Code §37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the Campus Principal or designee. The district’s policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted in the Appendix.

Hazing

Policy FNCC

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

APPENDIX

EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC COMMUNICATIONS SYSTEM

I understand that my computer use is not private and that the District will monitor my activity on the computer system.

I have read the District's electronic communication system policy and administrative procedures included in the employee handbook and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use the system, including without limitation, the type of damages identified in the District's policy and administrative procedures.

Printed Name

Employee Signature

Date

Definitions

Bullying

"Bullying":

1. Means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements below and that:
 - a. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
 - b. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
 - c. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
 - d. Infringes on the rights of the victim at school; and
2. Includes cyberbullying.

Cyberbullying

"Cyberbullying" means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Applicability

These provisions apply to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
 - a. Interferes with a student's educational opportunities; or

- b. Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Policy

The board shall adopt a policy, including any necessary procedures, concerning bullying that:

1. Prohibits the bullying of a student;
2. Prohibits retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying;
3. Establishes a procedure for providing notice of an incident of bullying to:
 - a. A parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and
 - b. A parent or guardian of the alleged bully within a reasonable amount of time after the incident;
4. Establishes the actions a student should take to obtain assistance and intervention in response to bullying;
5. Sets out the available counseling options for a student who is a victim of or a witness to bullying or who engages in bullying;
6. Establishes procedures for reporting an incident of bullying, including procedures for a student to anonymously report an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred;
7. Prohibits the imposition of a disciplinary measure on a student who, after an investigation, is found to be a victim of bullying, on the basis of that student's use of reasonable self-defense in response to the bullying; and
8. Requires that discipline for bullying of a student with disabilities comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.).

The policy and any necessary procedures must be included annually in the student and employee handbooks and in the district improvement plan under Education Code 11.252. [See BQ]

Internet Posting

The procedure for reporting bullying must be posted on a district's Internet Web site to the extent practicable.

San Antonio ISD
015907

STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LEGAL)

**Prevention and
Mediation**

A district may establish a district-wide policy to assist in the prevention and mediation of bullying incidents between students that:

1. Interfere with a student's educational opportunities; or
2. Substantially disrupt the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Education Code 37.0832

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UPDATE 109
FFI(LEGAL)-P

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

Bullying Prohibited

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

Definition

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

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

This conduct is considered bullying if it:

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

Examples

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

Retaliation

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

Examples

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

False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
Timely Reporting	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
Reporting Procedures	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.
Student Report	
Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, gender identity, gender expression, sexual orientation, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
District Action	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.
<i>Bullying</i>	
<i>Discipline</i>	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.
<i>Corrective Action</i>	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
Improper Conduct	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
Confidentiality	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
Appeal	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
Records Retention	Retention of records shall be in accordance with CPC(LOCAL).
Access to Policy and Procedures	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to

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the extent practicable, and shall be readily available at each campus and the District's administrative offices.

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ADOPTED:

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San Antonio Independent School District

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