SHARYLAND
INDEPENDENT SCHOOL DISTRICT
Excellence is our Tradition

1200 N. SHARY ROAD, MISSION, TX 78572 PHONE: 956-580-5200 FAX: 956-580-5229 WWW.SHARYLANDISD.ORG

2020-2021

EMPLOYEE

HANDBOOK

Trust • Communication • Collective Responsibility • Care • Pride

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Welcome

Official Name: Sharyland Independent School District
Founded: 1921
Our Vision: "Sharyland ISD . . . Excellence is our Tradition"
Communities Served: Sharyland, Mission, Alton, Palmhurst, Edinburg, and McAllen

Brief History: Sharyland is a large community in the Lower Rio Grande Valley situated between the cities of Mission and McAllen. Before the 19th century, the area where Sharyland now stands was sparsely populated with ranching families, most of Mexican descent. However, by the late 19th century and early 20th century "Anglo" land developers took an interest in many of the lands along the Rio Grande. One such developer was John H. Shary, a native of Nebraska who visited the Rio Grande Valley in 1912. Shary saw the potential for farming and citrus production and within a short time purchased thousands of acres of land which he named Sharyland. Sharyland attracted farmers from the North and Midwest and became known for its citrus production. Sharyland was also John Shary's home until his death in 1945.

Sharyland Independent School District is named in honor of John H. Shary who was president of the district's first board of trustees. Created in 1921, this twenty-six square-mile school district is located in Hidalgo County. The district is committed to providing the highest quality education possible for all students.

Public schools in Sharyland include: Jessie L. Jensen Elementary School, John H. Shary Elementary School, Lloyd and Dolly Bentsen Elementary School, Olivero Garza Sr. Elementary School, Romulo D. Martinez Elementary School, Ruben Hinojosa Elementary School, Donna Wernecke Elementary, Harry Shimotsu Elementary, BL Gray Junior High School, Sharyland North Junior High School, Sharyland Advanced Academic Academy, Sharyland High School and Sharyland Pioneer High School.

Introduction

The purpose of this handbook is to provide information that will help with questions you may have and pave the way for a successful year. Not all district policies and procedures are included, those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Office for Human Resources.

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. This handbook as well as district policies can be accessed online at www.sharylandisd.org under the employment tab.

District Information

Official Name: Sharyland Independent School District
Founded: 1921
Vision: "Sharyland ISD … Excellence is our Tradition"

District Logo:

SHARYLAND
INDEPENDENT SCHOOL DISTRICT
Excellence is our Tradition

Mascots: Rattlers, Diamondbacks, and Cobras

PIONEER

SHARYLAND ADVANCED ACADEMIC ACADEMY

Colors: Red, White, Charcoal, and Navy

Communities Served: Sharyland, Mission, Alton, Palmhurst, Edinburg, and McAllen

Brief History:

Sharyland is a large community in the Lower Rio Grande Valley situated between the cities of Mission and McAllen. Before the 19th century, the area where Sharyland now stands was sparsely populated with ranching families, most of Mexican descent. However, by the late 19th century and early 20th century, land developers took an interest in many of the lands along the Rio Grande. One such developer was John H. Shary, a native of Nebraska who visited the Rio Grande Valley in 1912. Shary saw the potential for farming and citrus production and within a short time purchased thousands of acres of land which he named Sharyland. Sharyland attracted farmers from the North and Midwest and became known for its citrus production. Sharyland was also John Shary's home until his death in 1945.

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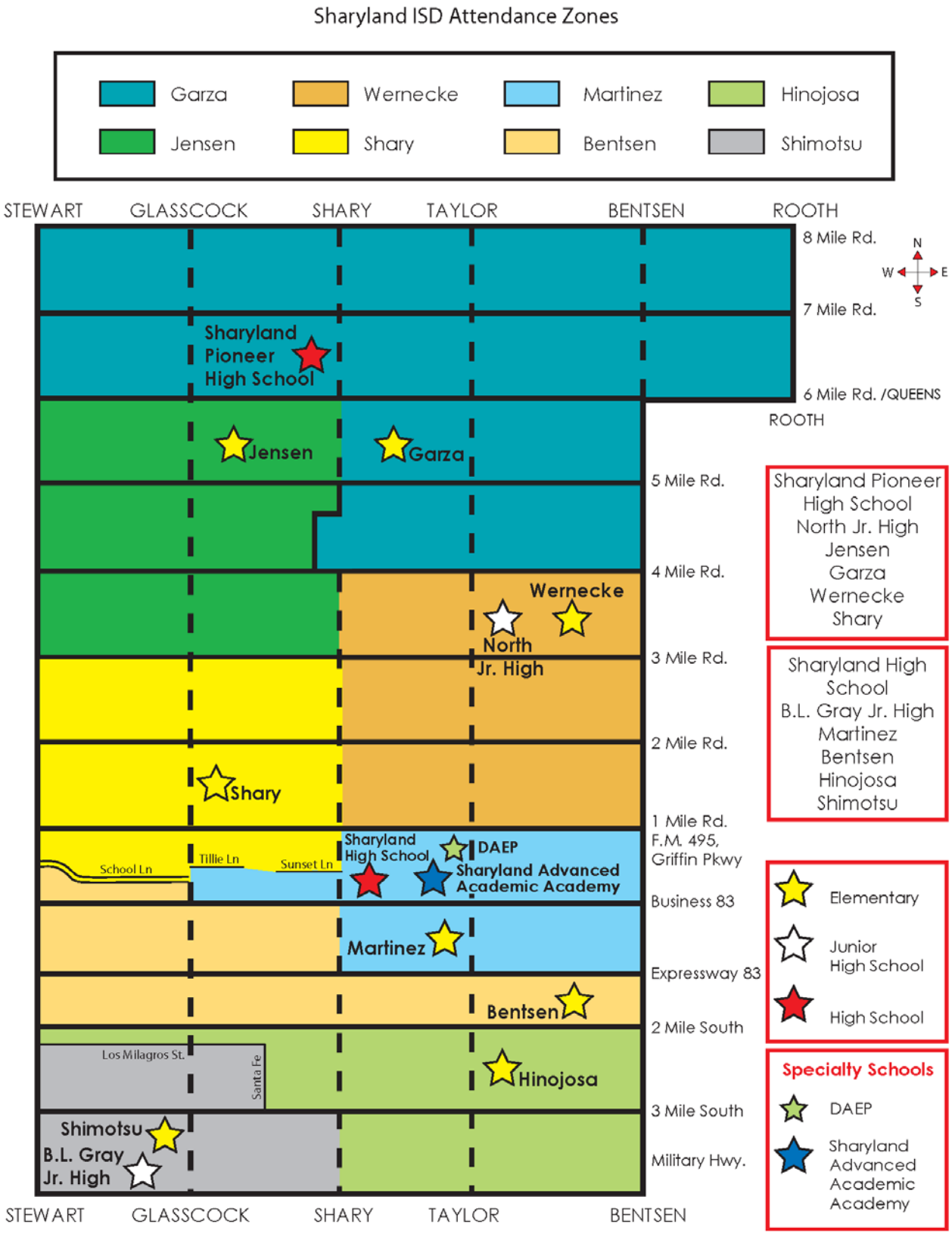
District Map



Mission Statement

Policy AE

The mission of the Sharyland Independent School District is to inspire, educate and empower all students to reach their full potential and become leaders of the highest moral character.

District Goals

Policy AE (EXHIBIT)

The Districtwide Education Improvement Council and the Board of Trustees developed the following goals as a guide for the operation of the Sharyland ISD:

GOAL 1: Parents will be full partners with educators in the education of their children.

GOAL 2: Students will be encouraged and challenged to meet their full educational potential.

GOAL 3: Through enhanced dropout prevention efforts, all students will remain in school until they obtain diploma.

GOAL 4: A well-balanced and appropriate curriculum will be provided to all students.

GOAL 5: Qualified and highly effective personnel will be recruited, developed, and retained, via a highly qualified recruitment plan.

GOAL 6: Sharyland students will demonstrate exemplary performance in comparison to local, state, and national standards.

GOAL 7: Sharyland ISD will provide a safe and secure learning environment for staff and all students.

GOAL 8: Sharyland ISD will create a plan to maximize revenues and prioritize expenditures.

GOAL 9: Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.

The academic goals of public education are to serve as a foundation for a well-balanced and appropriate education.

The students in the public education system will demonstrate exemplary performance in:

GOAL 1: The reading and writing of the English language.
GOAL 2: The understanding of Mathematics.
GOAL 3: The understanding of Science.
GOAL 4: The understanding of Social Studies.

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, and annual budget, employment of the Superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal law and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected at large and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

Keith Padilla ..... President
Julio Cerda ..... Vice-President
Hector M. Rivera ..... Secretary
Dr. Noel Oliveira ..... Asst. Secretary
Ricky Longoria ..... Member
Melissa Smith ..... Member
Jose Garcia ..... Member

The board usually meets on the second to the last Monday of each month at 6:00 p.m. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Administration Building and on the District's website www.sharylandisd.org 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 sessions 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.

Board meeting schedule for 2020-2021

Monday, September 28 (Sharyland HS)
Monday, October 26 (Pioneer HS)
Monday, November 16 (Sharyland HS)
Monday, December 14 (Pioneer HS)
Monday, January 18 (Sharyland HS) (Board Appreciation Month)
Monday, February 22 (Pioneer HS)
Monday, March 22 (Sharyland HS)
Monday, April 26 (Pioneer HS) (Teacher of the Year Recognition)
Monday, May 24 (Sharyland HS) (Retiree Recognition)
Monday, June 21 (Pioneer HS)
Monday, July 26 (Sharyland HS)
Monday, August 23 (Pioneer HS)

Administration

The main phone number for the Sharyland Independent School District is (956) 580-5200.

Dr. Maria M. Vidaurri: Superintendent

Judith Ramirez: Secretary, Superintendent

Business & Finance Department **Direct Line: 956-584-6401**

Ismael Gonzalez III: Asst. Superintendent for Business, Finance, & Support Services

Selinda Anzaldua: Secretary, Business Office/Board of Trustees

David M. Culberson: Chief Technology Officer

Mark Dougherty: Executive Director of Risk Management/Maintenance

Jaime Ortega: Executive Director for Business & Finance

Jesus G. Salazar: Purchasing Coordinator

Enrique Mata Jr.: Transportation Director

DeVaughn Resczenski: Database Administrator

Cynthia S. Sanchez: Child Nutrition Director

Robbie R. Guerra: Payroll Director

Student Services, Public Relations & Human Services **Direct Line: 956-584-6483**

Dr. Belinda S. Gorena, Asst. Superintendent for Student Services, Parent Relations & Human Resources

Karla Cisneros: Secretary, Student Services& Public Relations

Rocio N. Landin: Public Information Coordinator

Domingo Galvan: Truancy Officer

Deborah Garza: Executive Director for Human Resources

Imelda Reyes: Secretary, Human Resources

Aliza Peña: Human Resources Specialist

Angela Garcia: Human Resources Specialist

Teresa Gonzalez: Federal Programs/SCE/Parental Engagement Director

Elizabeth Gongora: Bilingual/ESL Coordinator

Dr. Leila Flores Torres: Special Education Director

Maria Cecilia Boyd: Special Programs Director

Curriculum & Instruction Department **Direct Line: 956-584-6402**

Pam Montalvo: Asst. Superintendent for Curriculum & Instruction

Belinda Gracia: Secretary, Curriculum & Instruction

Jake B. Salcines: Executive Director for Curriculum & Instruction

Dr. Esmeralda Munoz: Secondary Curriculum Director

Cuahutemoc Paz: Elementary Curriculum Director

Yoelia Y. Nava: CTE Director

Jennifer Martinez: Assessment and Advanced Academics Director

Irma Malek: ELA Content Specialist

Ricardo Palomin: Math Content Specialist

Jose Flores: Science Content Specialist

Alfonso Mendoza: Instructional Software Specialist

District Calendar

SHARYLAND INDEPENDENT SCHOOL DISTRICT

ADOPTED: 12/16/19
UIL APPROVED: 02/12/2020

2020 - 2021 District Calendar

2020

JULY

S	M	T	W	T	F	S
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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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20	21	22	23	24	25	26
27	28	29	30	31		

First Day of School — ***August 17, 2020***
Last Day of School — ***May 26, 2021***

INSTRUCTIONAL PERIODS

SEMESTER 1	
1st Progress Report (09/04/2020)	
1st Reporting Period (09/24/2020)	29
2nd Progress Report (10/16/2020)	
2nd Reporting Period (10/30/2020)	24
3rd Progress Report (11/20/2020)	
3rd Reporting Period (12/18/2020)	29
SEMESTER 2	
4th Progress Report (01/29/2021)	
4th Reporting Period (02/18/2021)	31
5th Progress Report (03/12/2021)	
5th Reporting Period (04/15/2021)	33
6th Progress Report (05/07/2021)	
6th Reporting Period (05/26/2021)	28
Total School Days	**174**

Beginning of reporting period End of reporting period [ ]

DISTRICT HOLIDAYS

Columbus Day *Indiginous Peoples' Day*	October 12
Thanksgiving Break	November 23 - 27
Winter Break	December 21 - January 1
Bad Weather Day	February 8
Spring Break	March 15 - 19
Good Friday	April 2

Early Release Days
December 18
May 26

STATE TESTING DAYS
December 8 - 11
April 6 - 9
May 4 - 7 & 11 - 14
June 22 - 25

STUDENT HOLIDAYS
TEACHER - IN SERVICE / WORKDAYS / P & P

August 11 - 14	August 10	September 25
January 5	January 4	November 2
May 27	May 28	February 19
		April 16

UIL 7 - Day Grace Period

October 1	February 25
November 6	April 22
January 13	

Minutes of Operation

TERM	*JH*	*ELEM*
Reporting Pd 1	13,804	13,050
Reporting Pd 2	11,424	10,800
Reporting Pd 3	13,583	12,870
Reporting Pd 4	14,756	13,950
Reporting Pd 5	15,708	14,850
Reporting Pd 6	13,107	12,420
TOTAL	**82,232**	**77,940**

Elem: 8:00am – 3:30pm = 450 mins per day
Elem Early Dismissal (12:30pm) = 270 mins
JH: 8:00am–3:56pm = 476 mins per day
JH Early Dismissal (12:15pm) = 255 mins

2021

JANUARY

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FEBRUARY

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MARCH

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APRIL

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JUNE

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High School Calendar

SHARYLAND INDEPENDENT SCHOOL DISTRICT

ADOPTED: 12/16/19
UIL APPROVED: 02/12/2020

2020 - 2021 High School Calendar

2020

JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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13	14	15	16	17	18]	19
20	21	22	23	24	25	26
27	28	29	30	31		

First Day of School — ***August 17, 2020***
Last Day of School — ***May 26, 2021***

INSTRUCTIONAL PERIODS

SEMESTER 1
1st Progress Report (09/04/2020)
2nd Progress Report (09/24/2020) — 39
First Semester Grading Period (10/09/2020)

SEMESTER 2
1st Progress Report (10/30/2020)
2nd Progress Report (11/20/2020) — 43
2nd Semester Grading Period (12/18/2020)

SEMESTER 3
1st Progress Report (01/22/2021)
2nd Progress Report(02/12/2021) — 41
3rd Semester Grading Period (03/05/2021)

SEMESTER 4
1st Progress Report (04/01/2021) — 51
2nd Progress Report (04/23/2021)
4th Semester Grading Period (05/26/2021)

Total School Days — **174**
Beginning of reporting period [
End of reporting period]

DISTRICT HOLIDAYS

Columbus Day Indiginous Peoples' Day	October 12
Thanksgiving Break	November 23 - 27
Winter Break	December 21 - January 1
Bad Weather Day	February 8
Spring Break	March 15 - 19
Good Friday	April 2

Early Release Days
December 18
May 26

STATE TESTING DAYS
December 8 - 11
April 6 - 9
May 4 - 7 & 11 - 14
June 22 - 25

STUDENT HOLIDAYS
TEACHER - IN SERVICE / WORKDAYS / P & P

August 11 - 14	August 10	September 25
January 5	January 4	November 2
May 27	May 28	February 19
		April 16

UIL 7 - Day Grace Period

October 1	January 29
October 16	February 19
November 6	March 12
December 7	April 8
January 13	April 30

Minutes of Operation

TERM	*HS*
Semester 1	18,720
Semester 2	20,400
Semester 3	19,680
Semester 4	24,240
TOTAL	**83,040**

HS: 8:00am – 4:00pm = 480 mins per day
HS Early Dismissal (12:00pm) = 240 mins

2021

JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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20	21	22	23	24	25	26
27	28	29	30			

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Helpful Contacts

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

Superintendent	**956-580-5200**
Assistant Superintendent for Business, Finance, & Support Svcs.	**956-584-6401**
Assistant Superintendent for Curriculum & Instruction	**956-584-6402**
Assistant Superintendent for Student Svcs., Public Relations & HR	**956-584-6483**
Human Resources	**956-584-6400**
Technology	**956-584-6410**
Payroll	**956-580-6404**
Athletic Office & Ticket Sales	**580-5300, Ext. 1165**
Federal Programs	**956-584-6405**
Special Education	**956-580-5218**
Maintenance	**956-580-5246**
Transportation	**956-580-5240**
Child Nutrition	**956-584-6403**
Risk Manager	**956-584-6406**

School Directory

Sharyland High School
1216 N. Shary Rd.
Mission, TX 78572
Phone: (956) 580-5300 Fax: (956) 580-5311
Lori Ann Garza, Principal

Sharyland Pioneer High School
10001 N. Shary Rd.
Mission, TX 78572
Phone: (956) 271-1600 Fax: (956) 584-3846
Belinda Garcia, Interim Principal

Sharyland Advanced Academic Academy
1106 N. Shary Rd., Building A
Mission, TX 78572
Phone: (956) 584-6467 Fax: (956) 584-6455
Ivan Karr, Principal

Sharyland North Junior High
5100 Dove Avenue
McAllen, TX 78504
Phone: (956) 686-1415 Fax: (956) 668-0425
Lorene Bazan, Principal

B.L. Gray Junior High
4400 S. Glasscock Rd.
Mission, TX 78572
Phone: (956) 580-5333 Fax: (956) 580-5346
Ericka Carranza, Principal

Lloyd and Dolly Bentsen Elementary
2101 S. Taylor Rd.
McAllen, TX 78501
Phone: (956) 668-0426 Fax: (956) 668-0430
Azucena Garza, Interim Principal

Olivero Garza Sr. Elementary
7905 N. Taylor Rd.
McAllen, TX 78504
Phone: (956) 580-5353 Fax: (956) 580-5363
Veronica "Betty" Rodriguez, Principal

Ruben Hinojosa Elementary
4205 Los Indios Rd.
Mission, TX 78572
Phone: (956) 584-4990 Fax: (956) 584-4998
Lou Ann Sarachene, Principal

Jessie L. Jensen Elementary
510 N. Glasscock Blvd.
Alton, TX 78573
Phone: (956) 580-5252 Fax: (956) 580-5266
Dr. Debra Arce, Principal

Romulo D. Martinez Elementary
2571 E. 4th Street
Mission, TX 78572
Phone: (956) 584-4900 Fax: (956) 584-4908
Nayeli Perez, Principal

John H. Shary Elementary
2300 N. Glasscock Rd.
Mission, TX 78574
Phone: (956) 580-5282 Fax: (956) 580-5294
Rebekah Gerlach, Principal

Harry Shimotsu Elementary
3401 San Mateo St.
Mission, TX 78572
Phone: (956) 583-5643 Fax: (956) 519-1079
Anthony Limon, Principal

Donna Wernecke Elementary
4500 Dove Ave.
McAllen, TX 78504
Phone: (956) 928-1063 Fax: (956) 928-0221
Lela Culberson, Principal

Employment

Equal Employment Opportunity

Policies DAA (LEGAL), DIA

Sharyland ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender (including pregnancy), 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.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the district Title IX Coordinator, Deborah Garza, Executive Director for Human Resources at 1200 N. Shary Road, Mission, TX 78572, via telephone at 956-584-6400 (ext. 1025) or via email at deborahgarza@sharylandisd.org.

Job Vacancy Announcements

Policy DC

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

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 Web Site (www.trs.texas.gov).

Contract and Noncontract Employment

Policies DC Series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and 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.

Internal Applicants. All district employees who are interested in applying for a new or vacant position within the district, will be required to complete the online application as part of the application process**.** Letters of intent will no longer be accepted.

Transfers. Employees interested in a lateral transfer to another campus within our district will now be required to apply online. A district-wide online transfer form will be offered to all district employees in Spring 2021. The transfer form will have timelines for employees to submit their intentions to move laterally within the district. The last day for lateral transfer consideration for the 2021-2022 school year is June 4, 2021. Transfer requests are not guaranteed and all transfers are subject to Superintendent approval.

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 SISD school 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 may receive a copy of their contract. Employment policies can be accessed online or copies will be provided upon request.

Dual Contracts. Secondary coaches, with an athletic period, will be issued a dual contract. The teaching or coaching part of the contract cannot be void without implication of the other part.

Addendums to Contracts. An addendum to an employees' probationary or term contract may be added if he/she does not hold an endorsement, supplemental certificate, or standard certificate issued by the State Board for Educator Certification (SBEC) for their current assignment. Addendums are given in special circumstances and must be approved by the Superintendent of Schools or Superintendent's designee.

Non-certified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are 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

Professional employees whose position requires a SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Human Resources office in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Human Resources office when there is action against, or revocation of, their license.

A certified employee's contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Human Resources office 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 Employee 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 they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources office if you have any

questions regarding reverification of employment and authorization.

Searches and Alcohol and Drug Testing

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

Under the District's own authority, random drug and alcohol testing of employees in safety-sensitive positions shall be completed to further the Board's interest in ensuring the physical safety of students.

Testing procedures shall be minimally intensive. For purposes of such testing, safety-sensitive positions shall not be limited to, but shall include, positions in which an employee:

1. Drives a District vehicle;
2. Transports students in District vehicles; and
3. Performs manual trades or handles potentially dangerous machinery or hazardous substances in an environment that may be occupied by a large number of students.

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

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted if 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 is otherwise 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 the Office for Human Resources.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR) the use of an automated external defibrillator (AED), concussion, and extracurricular athletic safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification to the Athletic Trainer's Office by the first week of August.

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

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. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract.

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

An employee with the required qualifications for a position may request a transfer to another campus or department. The transfer request to another campus before the school year begins must be submitted by the designated deadline established by the district. 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. All transfer requests will be coordinated by the Human Resources office and must be approved by the receiving and releasing supervisor.

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 school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

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 (e.g., state testing days) or during financial hardships one day per week. §TEC 21.405

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 are not exempt from 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 non-exempt 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. E S S A also requires that parents be notified if their child has been assigned, or 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 notification under ESSA is sent. Inappropriately certified or uncertified teachers include individuals serving on emergency permit (including individuals waiting to take the certification) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Office of Human Resources.

Outside Employment and Tutoring

Policy DBD

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

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 employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda can also be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Teachers will be appraised using the Texas Teacher Evaluation and Support System (T-TESS) in accordance with law and administrative regulations.

Less than Annual Appraisal

In addition to meeting the eligibility requirements in state rules, to be eligible for less-than-annual evaluations under the T-TESS, a teacher shall:

1. Be employed on an educator term contract
2. Hold SBEC certification
3. Be assigned to his or her certification area
4. Have been employed with the district for two years
5. Have served at the current campus for at least one year
6. Have been supervised by the current principal for at least one year

Eligible teachers shall be appraised every other year. The teacher should have a score of 3.0 or bertter on the prior year's final summative report. A teacher's supervisor shall have the authority to return a teacher to the traditional appraisal cycle as a result of performance deficiencies documented in accordance with state rule.

Teachers that qualify for less than annual review will be required to:

1. Participate in a goal setting and summative meeting with their appraiser
2. Will participate in peer observations twice a year prior to March of the school year

In addition, teachers will be required to complete 2 of the activities listed below.

1. Present a campus or district professional staff development
2. Participate as a sponsor for U. I. L./ Chess/ TMSCA
3. Participate in a campus or district curriculum activity
4. Participate in a campus based community event
5. Participate in a principal approved activity

Teachers will present their documentation of having completed these activities at their summative meeting.

Employee Involvement
Policies BQA, BQB

At both the campus and district levels, Sharyland ISD offers opportunities for input in matters that affect employees and influences the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district or campus level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Office of Human Resources.

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

Individuals holding renewable SBEC certificates are required to maintain an active and valid certification. They are also responsible for obtaining the required training hours and maintaining appropriate documentation

Compensation and Benefits

Salaries, Wages, and Stipends
Policies DEA, DEAA

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each overtime hour worked beyond 40 hours in a work week. (See *Overtime Compensation*, page 20.)

All employees have access to their compensation information through Skyward. 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 Payroll Department for more information about their own pay.

Paychecks

All professional, salaried, clerical, and support employees are paid monthly, auxiliary employees are paid bi-weekly. All employees are paid through direct deposit, paper checks are no longer issued.

An employee's payroll information is available on line via Skyward under Employee Access. Information available includes pay, benefits, deductions, withholding information, and the amount of leave accumulated.

***The monthly schedule of pay dates for the 2020-2021 school year follows:**

September 25, 2020	**January 22, 2021**	**May 25, 2021**
October 23, 2020	**February 25, 2021**	**June 25, 2021**
November 20, 2020	**March 25, 2021**	**July 23, 2021**
December 18, 2020	**April 23, 2021**	**August 25, 2021**

Automatic Payroll Deposit

All employees will have their paychecks electronically deposited into one or two designated accounts. A notification period of 30 days is necessary to activate this service. Contact Payroll Office for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) for qualifying employees. Substitutes and part-time employees must elect to participate in a 457 (FICA alternative plan);
- Federal income tax required for all full-time employee; and
- Medicare tax (applicable only to employees hired in the district after March 31, 1986).
- 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; annuities; and higher education savings plans. 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 work week and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour work week and do not earn additional pay unless they work more than 40 hours. For purposes of FLSA compliance, the work week for District employees shall be 12:00 a.m. Saturday until 11:59 p.m. 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:

- Employees can accumulate up to **40** 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 electronically on all nonexempt employees for the purpose of wage and salary administration.
- Supervisors will monitor weekly employee hourly reports to ensure excessive overtime hours are kept at minimum.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's immediate supervisor must give prior approval. For approved travel, employees will be reimbursed for mileage and other allowable travel expenditures

according to the current rate schedule established by the district. Employees must submit receipts for meals and mileage to be appropriately reimbursed upon return of travel. Employees who request mileage reimbursements must submit for reimbursements on a monthly basis.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is available to all full-time employees. 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 district's insurance webpage.

The health insurance plan year is from January 1st through December 31st. New employees must complete enrollment forms within the first 30 days of employment. Current employees can make changes in their insurance coverage with qualifying events or during open enrollment. Employees should contact Insurance Specialist at 956-584-6406 for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for employee or family. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees on the district's insurance webpage. Premiums for these programs can be paid by payroll deduction. Employees should contact Insurance Specialist at 956-584-6406 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 (i.e., health, vision, cancer and dread disease, and dental). A third-party administrator handles employee claims made on these accounts.

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

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to Workers' Compensation Clerk, Campus Nurse, Campus Administration, Campus Office Personnel, or Employee Supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

Reporting Procedures for Incidents or Injuries

Sharyland ISD employees are covered by provisions of the Texas Workers' Compensation Law through a self – insurance policy which utilizes its own district 504 medical network.

1. If an injury or incident occurs to an employee while he/she is on duty and the incident or injury is an **"emergency,"** call an ambulance or take the employee to the nearest **Hospital**.
2. It is the responsibility of the immediate supervisor, head custodian, or manager **to immediately report any incident/injury to the campus administrator or director.**
3. The campus nurse or department secretary is responsible to obtain all the necessary information regarding the **"emergency"** incident/injury from both the employee and district personnel. The campus nurse/secretary

will submit a **"First Injury/Incident Report" to the Insurance Office** via fax (956-580-5224) or email (jcrum@sharylandisd.org).

4. If the incident is not an emergency, the campus nurse and/or secretary will obtain the necessary first aid and evaluate the need for further medical attention. The employee must verbally report the incident to his/her supervisor as soon as possible but no later than **24 hours** after the date of the incident/injury. Maintenance and transportation employees will report incidents to the Maintenance or Transportation department secretary. ***Failure to comply may result in disciplinary action.***
5. Employees requiring additional medical treatment must notify the **Insurance Office** prior to treatment to qualify for Workers' Compensation medical benefits. ***Employees must complete all necessary documentation for a referral to a workers' compensation approved doctor***.
6. It is the responsibility of the employee to report or contact the **Insurance Office** after each doctor's appointment. An employee placed on leave for an extended period of time must make personal contact with the **Insurance Office** on a weekly basis through the duration of the medical leave.
7. Employees must acquire a "Return to Work Status" (**RTW**) from the **Insurance Office prior to returning to work.**
8. For questions or concerns, contact the **Insurance Office at 956-584-6406**.

Risk Manager – 580-5200 Ext. 1012
Insurance Specialist – 580-5200 Ext. 1032
Energy Management/Workers' Compensation Clerk- 580-5200 Ext. 1108

Unemployment Compensation Insurance

Policy CRF

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

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. 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 TRS as soon as possible. Information on the application procedures for TRS benefits is available from TRS at: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.texas.gov).

Other Benefit Programs

- CRG (LEGAL) – Tax-sheltered annuities
- DEC (LOCAL) – Professional development leave
- FDA (LOCAL) – Tuition-free attendance for children of nonresident employees

Leaves and Absences

Policy DEC, DECA, DECB

COVID Related – See appendix A

General Information

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 days should call the Office of Human Resources for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Leave must be used in half workday increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid and local leave will be used in the following order:

- Local leave
- State sick leave
- State personal leave

Employees must follow district and department or campus procedures to report any absences or request any leave of absence and complete the appropriate form or certification. It is the employee's responsibility: 1) report any absence to their immediate supervisor; and 2) register each absence via Time Off/Skyward if applicable.

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 other individual who stands *in loco parentis* to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- 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 are found in Policy DECA (LEGAL).

Medical Certification. Any employee who is absent more than **three** consecutive workdays because of personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and --- in the case of personal illness --- the employee's fitness to return to work.

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 test, the fact that an individual or individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

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

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

Personal Leave

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

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

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor **five** days in advance of the anticipated absence. Discretionary personal leave will be granted on a first-come, first-served basis. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. An employee's discretionary use of personal leave shall not exceed **five** days in a semester or ten days in a school year.

Discretionary use of leave shall not be allowed under the following circumstances except in extenuating circumstances as determined by the principal/immediate supervisor:

1. The day before or the day after a school holiday
2. Days scheduled for end-of-semester or end-of-year exams
3. Days scheduled for state-mandated assessments
4. Professional or staff development days

Leave Proration

If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

State Sick Leave

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

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 shall earn five workdays of paid local leave per school year in accordance with administrative regulations. Local leave is earned at a rate of one-half day for each 18 workdays.

Local leave for professional personnel shall accumulate to a maximum of 30 workdays and shall accumulate to 10 workdays for other employees. Local leave shall be used according to the terms and conditions of state sick leave

accumulated before the 1995-96 school year. [See DEC (LEGAL)]

Vacation

Policy DED

Each auxiliary employee in a position normally requiring 12 months of service (255 calendar days) shall be entitled to five workdays of vacation after completing one full year of service, and shall be entitled to ten workdays of vacation after five years of employment. Vacations shall not accumulate and must be taken by the end of the duty year. An employee who resigns or is terminated forfeits any unused vacation time.

Catastrophic Illness or Injury Sick Leave Bank Program.

Full time employees who are eligible for membership in the Texas Teacher Retirement System may wish to enroll in the Catastrophic Illness or Injury Sick Leave Bank by voluntarily donating three days of available local sick leave to become vested at the time of donation. The open enrollment period for current Sharyland employees shall begin July 1st of each school year and end on August 31st of that school year. The effective date will be upon the date leave is deducted from the employees local bank. New employees hired during or after the enrollment window dates have 14 business days to voluntarily join the Catastrophic Illness or Injury Sick Leave Bank Program. Contact the Office of Human Resources for more information. DEC (LOCAL).

The contribution shall be made on the Catastrophic Illness or Injury Sick Leave Bank Program form by the staff member enrolling and will remain enrolled while employed with Sharyland ISD unless the employee elects to cancel. Cancellation must be submitted in writing to the Office of Human Resources. If a member decides to cancel his or her membership in the bank, all days contributed shall become property of the bank. If, at a later date, this individual wishes to rejoin the bank, he or she may do so during the enrollment period by donating the required number of days. Membership in the Catastrophic Illness or Injury Sick Leave Bank ceases on the effective date of an employee's termination from the district.

To receive days from the bank, the requesting employee shall:

1. Be a member of the Catastrophic Illness or Injury Sick Leave Bank Program by donating three days at the time of enrollment.
2. Have exhausted all accumulated state and local sick leave; and
3. Have a catastrophic illness or injury as defined in this policy DEC (LOCAL).

The Catastrophic Illness or Injury Sick Leave Bank Program may only be used for the contributor's own personal illness or injury, not the care of a family member. Members cannot transfer eligibility to other Sharyland ISD employees not enrolled.

A Catastrophic Illness or Injury is a severe condition or combination of conditions effecting the mental or physical health of the employee (member). Such conditions typically require in-patient hospitalization or are expected to result in disability or death. Absences due to elective surgery, normal pregnancy, bonding, adoptions or foster placement of a child are not considered catastrophic illnesses for purposes of the catastrophic sick leave bank.

An eligible employee may apply for up to 50 days from the sick leave bank. Days shall be granted only for absences from workdays and shall not be granted for holidays, vacation days, or other such days for which the member is not paid. If a member has received days from the bank, returns to work, and then becomes ill again with the same or different illness, the employee may apply for additional sick leave bank days, not to exceed 50 days per school year or contract year.

To apply for days from the sick leave bank, an employee shall submit in writing their request to the Office for Human Resources. Medical certification by a healthcare provider as defined by the FMLA must be submitted with a request for sick leave bank days. Recertification of medical condition is required every twenty five business days if more days are being requested. The district reserves the right to request a second opinion to certify the need for leave by a healthcare provider designated by the district. The district will assume the cost if a second opinion is required.

Within ten working days of receipt of a member's request, the Human Resources Administrator authorized to

consider requests for leave from the Catastrophic Illness or Injury Sick Leave Bank shall review the request and render a decision to the member and the payroll office.

If a member's request for Catastrophic Illness or Injury Sick Leave Bank is denied, the member may file a written appeal at Level Two in accordance with DGBA (LOCAL).

If a member uses more than 25 days from the bank during a contract or school year, the member shall be required to donate an additional two days during the following school year in order to continue membership in the bank.

If the number of days in the bank falls below two times the number of participating members on July 1st of a given year, each participant shall be required to contribute one extra day at the beginning of the school year. If the number of days falls below one day of each contributing member, the members shall be required to contribute two days.

Family and Medical Leave (FML) – 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 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;

An eligible employee who is a covered service member'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 service member 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.

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

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

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

Benefits and Protections. During FML, the employer must maintain the employee's health coverage under "group

health plan" on the same terms as if the employee had continued to work. Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FML cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

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 a covered 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.

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

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

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

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

Substitution of Paid Leave for Unpaid Leave. Employees may choose or employers may require use of accrued paid leave while taking FML. In order to use paid leave for FML, employees must comply with the employer's normal paid leave policies.

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

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

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

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

Unlawful Acts by Employers. The FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right protected under the FMLA;

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

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

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

FMLA section 109 (29 U.S.C. 2619) required FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. 8.25.300 (a) may require additional disclosures.
For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

Local Family and Medical Leave Provisions

Policy DEC (LOCAL)

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 both 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, 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 a 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. If certification of the employee's ability to perform essential job functions is required, 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.

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.

Failure to Return. If at the expiration 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.

District Contact. Employees that require FML or have questions should contact the Office of Human Resources at 584-6400, for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical

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

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Office of Human Resources should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated 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 accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An accident involving an assault is a work-related injury, and should be immediately reported to the workers' compensation department. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Bereavement Leave

Use of state and/or local sick leave for death in the immediate family shall not exceed ten workdays per occurrence, subject to the approval of the District.

Jury Duty

Policy 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 his or her supervisor as soon as it is received and is required to provide the district 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 will 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 paid 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 paid leave when engaged in authorized training or duty orders. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state personal or local 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. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the period of time specified by law to the Office of Human Resources. 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 Insurance Specialist at 956-584-6406 for details on eligibility, requirements, and limitations.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district social media, and through

special events and activities.

District Communications

Throughout the school year, the Public Information Office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

Dealing with News Media

Public Schools, as public institutions, often become items of public interest. The courts have held that the public has a right to know about the schools, particularly in the area of expenditure of public funds. The practice of the School District is to cooperate with the news media and to accommodate any fair, objective, and reasonable request for information about the schools. The following are guidelines for school district personnel to use when dealing with News Media:

A. In the event of any district/school related incidents, the Superintendent is the designated spokesperson for the district.
B. Upon receiving approval from the Superintendent, it is the responsibility of the School District, through the Office of Public Information, to assist qualified news media representatives to secure available information as accurately, quickly, and conveniently as possible.
C. Prior to any discussions with the media, the Office of Public Information must be contacted.
D. If requested and clearance is provided by the Superintendent, a school administrator is to cooperate with the news media in a way that best serves the School District and the right of the public to know.

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, principal, or other 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 provided to all employees on the district's web page: www.sharylandisd.org. Should you have any questions regarding the complaints and grievances process please contact: Executive Director of Human Resources at 1200 N. Shary Road, Mission, Tx 78572 or call 956-584-6400.

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.
- As a representative of Sharyland ISD, employees should remember that their appearance is a direct reflection on the level of professionalism in the organization. For this reason, all employees shall follow these basic minimum guidelines in regard to dress and personal appearance. Administration may impose additional appropriate standards.

  - Employees should dress in a manner that is in keeping with the accepted standards of professional office attire. Ties, dress shirts, collar shirts, and slacks are preferred dress for men. Dresses, skirts and blouses, dress slacks, and pantsuits are preferred dress for women. Length of dresses and skirts are to be no more than approximately 2" above the knee.
  - Leggings, jeggings, cutoffs, revealing clothing, halter tops, visible body piercing (i.e., nose, eyebrows and tongue rings) and tattoos are not appropriate.
  - Hair for men must meet the 3 way test (hair not extending the eyebrows, below the earlobes, and not extend below the top of a dress shirt collar), beards and mustaches must be neatly trimmed.
  - Footwear should also be appropriate for a professional office environment. Acceptable items include oxfords, loafers, pumps, boots, and flats. Flip-flops are not allowed, however, open sandal-type footwear is permitted.
  - Jeans should only be worn on designated days with a school spirit shirt. Jeans should not be tattered, torn, skin tight, or overly faded.
  - Only district and school sponsored T-shirts are to be worn with principal/administrator approval.
  - Employees who refuse to comply with Sharyland ISD reasonable standards of dress may be sent home to change into more appropriate attire. Repeated violation of this policy can lead to disciplinary action up to and including termination.

  An employee who is in doubt about the appropriateness of a particular mode of dress should consult their principal or supervisor in advance. Campus Administrators and Supervisors are charged with the responsibility of enforcing this policy.

  Make every effort to stay within the student dress code; dress professionally.

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. An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or any offense involving moral turpitude (Policy DH LOCAL). Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the Superintendent first learns 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))

Professional 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 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 or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

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

(i) the nature, purpose, timing, and amount of the communication;
(ii) the subject matter of the communication;
(iii) whether the communication was made openly or the educator attempted to conceal the communication;
(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
(v) whether the communication 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.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

Employees who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the employee should report the complaint directly to the Superintendent. A complaint against the Superintendent may be made directly to the board. The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is available on the district's website www.sharylandisd.org

Harassment of Students

Policies DH, 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. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is available on the district's website www.sharylandisd.org.

Reporting Suspected Child Abuse

Policies DG, GRA

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code 261.001, to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including teacher) must be reported to CPS.

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

Reports to Child Protective Services can be made online at https://www.txabusehotline.or/Login/Default.aspx or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from 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 of 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 principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report 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 at www.sharylandisd.org. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse.*

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

Reporting Crime

Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of the law by 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.

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 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 technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Chief Technology Officer at 580-5200, Ext. 1066.

Personal Use of Electronic Communication

Policy DH

Electronic communication includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing websites (e.g. YouTube), editorial comments posted on the Internet, and social network sites (e.g. Facebook, MySpace, Twitter, LinkedIn). Electronic

communication also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communication as they are for any other public conduct. If an employee's use of electronic communication interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friend, 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 communication 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 not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private 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 Use of Electronic Communication between Employees, Students and Parents, below, for regulations on employee communication with student through electronic media.

Sharyland ISD Bring Your Own Device (BYOD) Student, Parent, and Staff Guidelines

As new technology continues to change the world in which we live, it also provides many new and positive educational benefits for classroom instruction. To encourage this growth, and to ensure that we are truly empowering 21st Century Learners, Sharyland ISD is launching a BYOD (Bring Your Own Device) initiative. Our network is prepared to accept and support non-district devices in an effort to allow students/staff to bring their own technology devices on campus and to use them in the classroom to enhance the learning process. The decision to allow students to bring their own technology devices onto campus rests with the campus Principal, and whether students will be allowed to use their own devices in the classroom (including when and how) will be determined by each classroom teacher.

Definition of "Device"

For purposes of Bring Your Own Device (BYOD), "device" means a privately owned wireless and/or portable electronic hand held device that includes, but is not limited to, laptop and mobile computers, phones, existing and emerging mobile communication systems and smart technologies (Blackberry, iPhone, etc.), portable Internet devices (iPod touch, iPad, tablet PC, etc.), Personal Digital Assistants (PDAs), handheld entertainment systems or portable information technology systems that can be used for: word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Internet Access

Sharyland ISD will provide wireless connectivity and access to the Internet for all BYOD devices through the SISD-BYOD network and all network use is subject to monitoring. This is the only Internet connection we are allowing for BYOD devices. Connecting to the Internet using a hard-wired network connection, MiFi devices, all cellular data connectivity, not limited to 3G/4G/LTE, as well as personal hotspot sharing is strictly prohibited." Again hard wired connections (plugging a mobile device directly to the SISD network via an Ethernet cable) are not allowed.

Terms of BYOD Internet Use

Sharyland ISD is providing wireless connectivity as a convenience for anyone wishing to participate in the BYOD initiative and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the wireless network is entirely at the risk of the user, and Sharyland ISD is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury or damages resulting from the use of the wireless connection. All users of the Sharyland ISD network are bound by the district's Responsible/Acceptable Use Guidelines for Technology.

Security and Damages Responsibility

The Sharyland ISD, its staff, and its employees are not liable for any device including its accessories being lost, stolen or damaged while on campus. Students/Staff are responsible for keeping track of their devices at all times. Students are to bring devices fully charged. It is recommended that skins (decals), engravings, or other custom markings are used to physically identify your personal device from others. Additionally, protective cases for technology are encouraged.

BYOD is a Privilege, not a Right

The use of technology to access educational material is not a necessity or a right but a privilege. A student does not have a right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit from the learning environment as a whole. Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, as well as all Board policies, particularly Technology Resources (Policy CQ).

Additionally:

- The technology is allowed for educational purposes and only to enhance the classroom experience.
- Use and posting Facebook or other public media is prohibited during classroom/school hours.
- Teachers will decide when it may be used and for what purpose(s). The technology may only be used to access files on computer or Internet sites which are relevant to the classroom curriculum.
- Connecting devices to physical district technology property is prohibited. Items include but are not limited to printers, data projectors, speakers, hard wired network, etc.
- When authorized for use by the classroom teacher, devices will remain visible.
- **Students/Staff take full responsibility for their personal electronic/digital devices. The school/district is not responsible for the security of the electronic devices.** Additionally, students/staff are responsible for management, trouble shooting, and technical support of their personal devices. The school/district is not responsible for technical support of or repairs to personal devices.
- The technology may not be used to cheat on assignments or tests. The technology may not be used for non-instructional purposes (such as making personal phone calls and text/instant messaging) unless authorized by the teacher or administration.
- The district is not liable for any charges associated to texting, voice, data, roaming, and international charges due to the close proximity of our U.S. border.
- The technology may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours without with the written consent the participant(s) being filmed/photographed and authorization from the teacher or administration.
- The technology must be in silent mode while on school campuses and while riding school buses or school vehicles.
- All Internet access will be filtered and no attempt shall be made to bypass the filter using any technology available (proxy servers, remote desktop sharing, etc.).

- Students/Staff bringing technology to campus must verify that their anti-virus software exists and is up to date. Knowingly bringing on premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information may result in disciplinary action that could include suspension of BYOD privileges.
- Hacking, altering, or bypassing network security and sharing IDs/passwords are examples of inappropriate behavior and may result in disciplinary action that could include suspension of BYOD privileges.
- The school/district has the right to collect and examine any device that is suspected of causing network problems or is believed to be the source of a malicious attack or virus infection.

Personal technology is to be charged prior to bringing it to school and runs off its own battery while at school. Students will not always have access to power sources. Neither Sharyland ISD nor the school is responsible for devices that are left unattended and charging anywhere on campus.

Student/Staff abuse or misuse of school or personal technology will result in on one or more of the following penalties and will be assessed at the discretion of the school administration:

- Suspension or revocation of computing and other technological privileges
- Disciplinary action assigned by the administration, including a hearing with the student's parents
- Full restitution by the student to Sharyland ISD for resources consumed
- Other legal action including action to recover damages
- Referral to law enforcement agencies

Sharyland ISD Guidelines for Acceptable use of Electronic Systems

All users must complete the necessary forms agreeing to follow these guidelines in order to use this system. Violation of guidelines or policies of the Sharyland ISD may result in disciplinary action and loss of the privilege of using the system and/or criminal prosecution.

- SISD technology is for administrative and educational purposes only. Limited personal use is allowed.
- Obey all copyright regulation for software, classroom web pages, electronic resources, and equipment. Personal iTunes music and accounts are not allowed.
- You may not use this system for any illegal purposes (downloading music, movies, software, etc.).
- You may not use this system for personal postings or selling products or services or for lobbying.
- **Sharing of username/ passwords is not allowed. Remember that under FERPA we are tasked with protecting student information.**
- Technology department staff are responsible for installing licensed software.
- You may not read, delete, copy, or change the email of other system users or interfere with their ability to receive and send electronic mail.
- Technology from home is not allowed unless it falls under the BYOD initiative.
- You are responsible for any approved or non-approved technology brought from home.
- Do not harm or destroy any SISD equipment or software or any other agency or network accessible through this system. Any such harm or misuse is subject to disciplinary action and/or criminal prosecution.
- If you identify or know of a security problem, you must notify your supervisor and you must not demonstrate the security problem to other users.
- Exemplary behavior is expected on "virtual" field trips, video conferences, or screen-sharing communication sessions. Remember that you are representatives of your school and SISD.
- Sharyland ISD may monitor your use of this system (email, phone, internet, etc...) to ensure that you are following the guidelines.

You are expected to abide by the generally accepted rules of network etiquette (netiquette).

- Be polite. Don't be abusive in your messages to others. Use appropriate language.
- Include your signature, name, and email address at the bottom of e-mail messages.
- Do not reveal your personal address or phone numbers or those of other students or colleagues.

- Keep paragraphs and messages short and to the point. Always include a subject line in e-mail.
- Remember that humor and satire can be misinterpreted. Be judicious in your choice of words
- Minimize spelling errors. Activate the spell check option within Outlook.
- Cite all quotes, references, and sources. Copyright applies to all electronic information.
- Never send chain letter email using our SISD email system.
- Keep your social media accounts professional. Do not communicate with students using electronic media unless it falls within your scope of work or is approved by the principal or Superintendent. (DH LOCAL).
- Personal cell phone use and posting on social media sites during class time is not allowed unless it is part of your lesson.

The Sharyland ISD is not responsible for any inaccurate or objectionable material which users may access. The Sharyland ISD does not guarantee the authenticity of any information provided by this system. The ultimate success of this system is dependent upon the honor, integrity, and exercise of good judgment by each individual user. I agree to abide by the provisions of Sharyland ISD's electronic communications system(s) policy (CQ LOCAL), Bring Your Own Device (BYOD) Student, Parent, and Staff Guidelines and administrative regulations. In consideration for the privilege of using Sharyland ISD's electronic communications system(s), and in consideration for having access to the public networks, I hereby release the Sharyland ISD from any and all claims and damages of any nature arising from my use of the system.

Use of Electronic Communication between Employees, Students, and Parents
Limiting Electronic Communications with Students by District Employees
Policy DH

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

However, instant or text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating the extracurricular activity. <u>The employee is required to include his or her immediate supervisor and the student's parent as recipients on all text messages. An employee may set up class or professional pages such: WhatsApp or Remind 101 to communicate with groups of students. It is strongly encouraged for the employee to include a supervisor and or parent in the mass communication.</u>

An employee is not subject to the provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent or a sponsorship disclosure if the relationship exists due to a non-school related extra-curricular activity. Notwithstanding any of the foregoing, if the student is related within the third degree of consanguinity, as that term is defined in DBE(EXHIBIT) no consent or letter is required.

The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent/guardian understands that the employee's communications with the student are excepted from district regulation; and
- The parent/guardian is solely responsible for monitoring electronic communications between the employee and the student.

- This document must remain on file with the employee's evaluating supervisor. If it is for a relative or family friend who for a social relationship that is not via an extracurricular program, this letter shall be relevant and applicable for exception purposes until revoked by the parent/guardian.

The sponsorship disclosure shall not require an ackowledgement from the parent; however, it should state the following and it should be a sworn statement acknowledged in front of a notary:

- The employee has a social relationship with a student/s outside of school (ensure you include a complete list of all District students)
- The name of the social activity, the length of time the social activity will require electronic communication with the student
- The employee has provided the parent with a copy of this protocol
- The employee has explained to any/all District parent/guardian that the employee's communications with the student are excepted from district regulation
- The employee has explained to the parent/guardian that the parent is solely responsible for monitoring electronic communications between the employee and the student; and
- This document must remain on file with the employee's evaluating supervisor. This letter shall be relevant and applicable for the school year in which it was filed. A new sponsorship letter must be submitted each academic year for each extracurricular program that the employee hosts outside of school.

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

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

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media **except** any type of instant messaging or text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use instant messaging or text messaging, and then only to communicate with students who participate in the teacher's classroom or in an extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
    - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
    - The employee shall include his or her immediate supervisor or the supervisor's designee as a recipient on each text message to the student so that the student and supervisor receive the same message;
    - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address; or
    - The employee is using a an application similar to Remind 101 wherein the application is created for the purpose of mass instant or text messaging of information to relevant groups (classroom students or extracurricular students) and is disabled for two-way communication. Notwithstanding the foregoing, it

is still strongly advised that you include a supervisor or the supervisor's designee or a parent in the mass communication

- The employee shall limit all 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 shall not communicate directly with any student between the hours of _10:00_ p.m. and 6:00 a.m. ("Restricted Hours"). An employee may, however, make public posts to a social network site, blog, or similar application at any time. Instant messaging or text messaging shall be allowed outside of the restricted hours when an extracurricular activity is still ongoing at the time of the instant message or text message or if an overnight extracurricular activity requires the text. All texts sent outside of the restricted hours **shall** include a supervisor or the supervisor's designee or at least one parent of the students who are being texted.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
    - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
    - Copyright law [Policy CY]
    - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy 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 e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personnel 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 his or her supervisor in writing within one business day if a student engages in a 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 or services

Criminal History Background Checks

Policy DBAA

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be

conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to employee's subsequent criminal history.

Employee Arrests and Convictions

Policy DH

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

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

Moral turpitude includes the following:

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

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

Alcohol- and Drug-Abuse Prevention

Policies DH

Sharyland 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 abuse is available on the district's website www.sharylandisd.org.

Tobacco Use and E-Cigarette Use

Policies DH, GKA, FNCD

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

Fraud and Financial Impropriety

Policy CAA

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

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

Conflict of Interest

Policy CB, DBD

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

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

The Superintendent, as required by law, shall file the conflicts disclosure statement, as promulgated by the Texas Ethics Commission and as specified by Local Government Code 176.003-.004.

As required by the Board, any other employee who is in a position to affect a financial decision with an aggregated yearly value exceeding $5,000 involving a vendor from whom the employee or family member may derive a benefit as defined by Local Government Code 176.003-.004 shall be required to file a conflicts disclosure statement, as promulgated by the Texas Ethics Commission DBD (LOCAL).

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used

in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities

Policy DGA

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

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

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

COVID Related – See appendix A

The Superintendent or designee shall be responsible for developing, implementing, and promoting comprehensive safety programs designed to address the safety of students, employees, visitors, and all others with whom the District conducts its business. 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;
- Keep work areas clean and orderly at all times;
- Immediately report all accidents to their supervisor; and
- 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. Employee will exercise the care and sound judgement 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 the District's Insurance Office/Risk Manager.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a concealed 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. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call the Superintendent immediately.

Visitors in the Workplace

Policy GKC

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

Asbestos Management Plan

Policy CKA

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the Business office and is available for inspection during normal business hours.

Pest Control Treatment

Policies DI, CLB

School Pest Management Policy Statement

Structural and landscape pests can pose significant problems to people, property, and the environment. Pesticides can also pose risks to people, property, and environment. It is therefore the policy of Sharyland ISD to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.

Pests

Pests are populations of living organisms (animals, plants, or microorganisms) that interfere with use of the school site for human purposes. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people, property, or the environment.

Pest Management

Approved pest management plans should be developed for the site and should include any proposed pest management measures.

Pests will be managed to:
Reduce any potential human health hazard or to protect against a significant threat to public safety. Prevent loss of or damage to school structures or property.
Prevent pests from spreading into the community, or to plant and animal populations beyond the site.
Enhance the quality of life for students, staff, and others.

Integrated Pest Management Procedures

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural, or biological means. IPM practitioners depend on current, comprehensive information on the pest and its environment and the best available pest control methods. Applying IPM principles prevents unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property, and the environment. The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents, and selected non-chemical pest management methods will be implemented whenever possible to provide the desired control. It is the policy of Sharyland ISD to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered. When it is determined that a pesticide must be used in order to meet important management goals, the least hazardous* material will be chosen. The application of pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act (7 United States Code 136 et seq.),

Sharyland ISD policies and procedures, Environmental Protection Agency regulations in 40 Code of Federal Regulations, Occupational Safety and Health Administrations regulations, and state and local regulations.

Education

Staff, students, pest managers, and the public will be educated about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives.

Record Keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and School Board. Records must be current and accurate if IPM is to work. In addition, pest surveillance data sheets that record the number of pests or other indicators of pest populations are to be maintained to verify the need for treatments.

Notification

Sharyland ISD takes the responsibility to notify the school staff and students of upcoming pesticide treatments. Notices will be posted in designated areas at school and sent home to parents who wish to be informed in advance of pesticide applications.

Pesticide Storage and Purchase

Pesticide purchases will be limited to the amount authorized for use during the year. Pesticides will be stored and disposed of in accordance with the EPA-registered label directions and state regulations. Pesticide must be stored in an appropriate, secure site not accessible to students or unauthorized personnel.

Pesticide Applicators

Pesticide applicators must be educated and trained in the principles and practices o IPM and the use of pesticides approved by this Sharyland ISD and they must follow regulations and label precautions. Applicators should be certified and comply with this Sharyland ISD IPM policy and Pest Management Plan.

*Precautionary statements are required on all pesticide labels. Signal words indicate the level of acute toxicity, the hazard to humans posed by the pesticide product. Every label bears the child hazard warning: Keep Out of Reach of Children.

The structural pest control industry is regulated by the Texas Department of Agriculture (TDA), Structural Pest Control Service (SPCS), PO Box 12847, Austin, TX 78711-2847. TDA licenses the businesses, certified applicators and technicians who perform structural pest control work.

For information concerning structural pest control laws, contact the Structural Pest Control Service at: (512) 305-8250 or 866-918-4481.

General Procedures

Emergency School Closing

The district may close schools because of severe weather, epidemics, or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's Web site, Twitter (SISD emergency), Skylert (voice, email, and text) and notify the following radio and television stations:

KGBT TELEVISION- CHANNEL 4 NEWS
9201 West Expressway 83
Harlingen, Texas 78552
956-366-4444
www.valleycentral.com

KRGV TELEVISION-CHANNEL 5 NEWS
900 East Expressway
Weslaco, Texas 78599
956-631-5555
www.krgv.com

Entravision (RGV TV & Radio Stations)
801 N. Jackson Rd.
McAllen, TX 8501

The Monitor Newspaper
1400 East Nolana Ave.
McAllen, TX 8504

956-686-0858
www.entravision.com

956-683-4000
www.themontior.com

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employee 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 through Skyward Purchasing Module with the appropriate approvals. No purchases, charges, or commitments to buy goods or services for the district can be made without a signed PO number or Business Office approval. The district is not liable for purchases or services received without a valid signed purchase order. 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. Contact Purchasing Department or visit website http://www.sharylandisd.org/Domain/30 for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resource or Payroll office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The beneficiary on file with the district pertains only to district matters. To have the same beneficiary on file with TRS complete the TRS beneficiary form on the TRS website and follow TRS instructions. Forms to process a change in personal information can be obtained from the Human Resource Office or the district's website www.sharylandisd.org.

Personnel Records

Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address is confidential and may not be release without the employee's permission.

Employees may choose to have the following personal information withheld:

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

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 the Office of Human Resources. 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 by law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

Facility Use
Policies GKD

Employees who wish to use district facilities after school hours must follow established procedures. The Superintendent or designee is responsible for scheduling the use of facilities after school hours. Contact the Director for Facilities/Risk Management Director to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations
Policy DFE

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the campus principal and/or supervisor. Contract employees may resign at any other time only with the approval of the Superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation with seven business days following an alleged incident of misconduct. The Superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in Reports to *Texas Education Agency* website www.sbec.state.tx.us.

Noncontract Employees. Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to the campus principal and/or supervisor at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

The 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 with seven business days of receiving a report from a principal, or knew about an employee's resignation of termination following an alleged incident of misconduct described above.

Dismissal or Nonrenewal of Contract Employees
Policy DF Series

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

Dismissal of Noncontract Employees
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,

gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance.

The principal is required to notify the superintendent of a noncertified employee's resignation or termination with 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 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 his or her employment experience. All district keys, books, property including intellectual property, and equipment must be returned upon separation from employment to your immediate supervisor.

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

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

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. "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 to the court and the individual receiving the support (Texas Family Code §§8.210, 158.211). Notice of the following must be sent to the court and support recipient:

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

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

Questions or concerns about discrimination against students on based on sex, including sexual harassment should be directed to the district Title IX coordinator, Executive Director of HR at 1200 N. Shary Road, 78572 or by calling 956-584-6400. Questions or concerns about discrimination on the basis of a disability should be directed to the district ADA Coordinator /Section 504 coordinator, Maria Cecilia Boyd Huerta, 1200 N. Shary Road, Mission, TX 78572, via telephone at 956-584-6400 ext. 1043 or via email at mariaboyd@sharylandisd.org. 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 rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

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

Parent and Student Complaints

Policy FNG

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

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

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

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

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

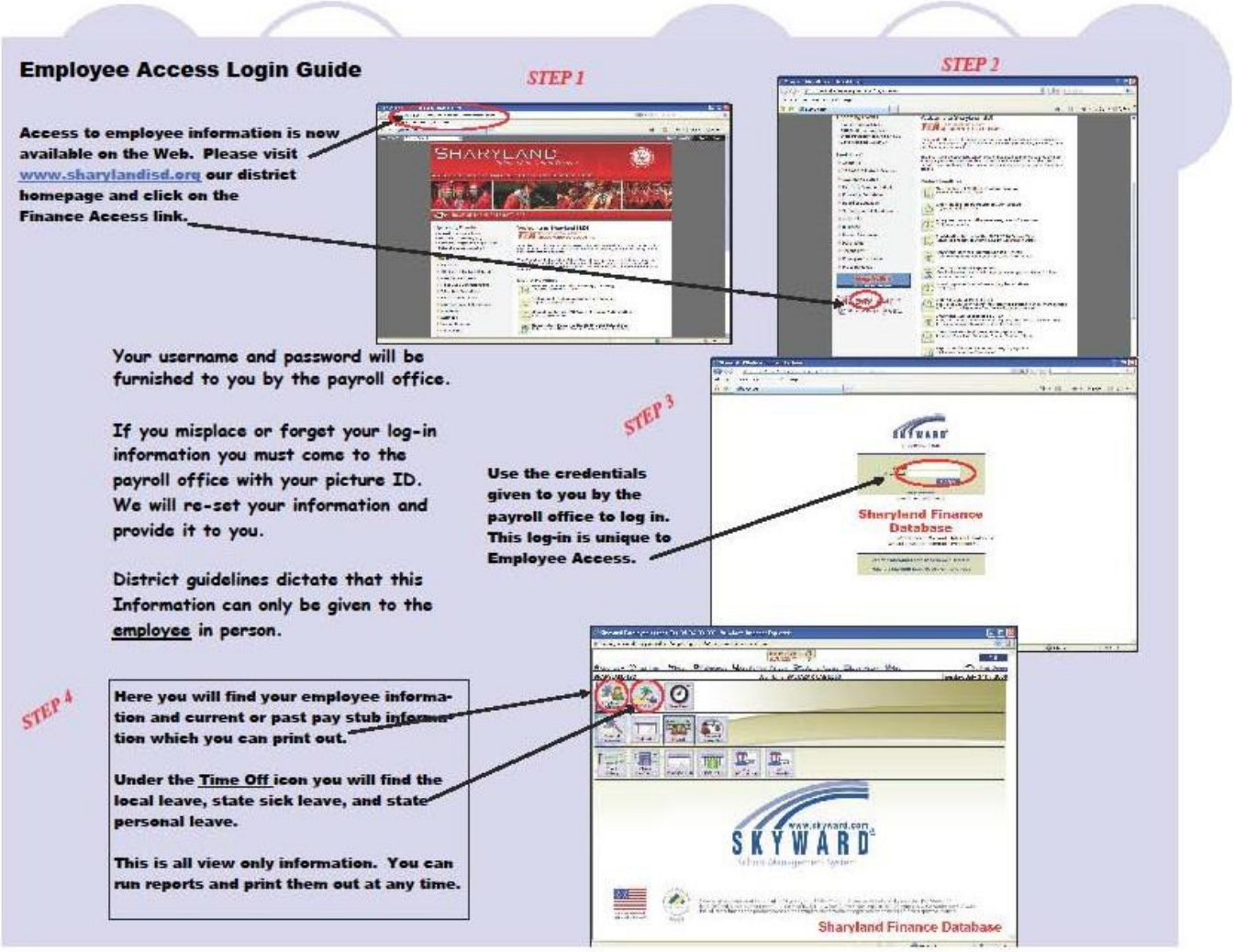
Bullying
Policy FFI

All employees are required to report student complaints of bullying to the campus administrator. 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.

The district's policy includes definitions and procedures for reporting and investigating bullying of students and is available on the district's website: www.sharylandisd.org.

Hazing
Policy FNCC

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offence. 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.



Is Everything Correct?

Review the following information on employee access to verify all information is correct. Notify the payroll office, in writing, if you believe there is an error on any item.

Notify the payroll office by completing the required form of the following changes, as they occur:

- Address (Address Change Form)
- Tax Status (W-4 Form)
- Marital Status (W-4 Form)
- Dependent Status if covered by any Sharyland Insurance plan (Contact Insurance Office)
- Name Change (Address Change Form)
- Bank Account Information for Direct Deposit (Direct Deposit Form)
- Beneficiary (Contact Insurance and/or TRS)
- Any other change that would affect your payroll or benefit status. (Call if you have questions)

Most forms are available online (www.sharylandisd.org) or in the payroll office.

EARLY RESIGNATION NOTICE INCENTIVE

The Texas Education Code allows educators employed under a probationary, term, or continuing contract to provide notice of resignation, without penalty, at any time up until 45 days before the first day of instruction of the following school year.

In order to allow the District additional time to plan staffing for the following school year, the District is offering an incentive to identified employees for their early notice of resignation. Employees who give the district notice by **March 1st** will earn $50 per day for up to 20 days of local unused sick leave —a maximum of $1,000.

Eligibility:

- Any contract employee who intends to resign and/or retire at the end of the current school year;
- Notifies the Sharyland ISD Office for Human Resources in writing no later than March 1st of their intention to resign and/or retire; **and**
- Completes their assigned work schedule for the year

Any written notification received after **March 1st** shall not qualify for the incentive. The incentive will be paid on the first paycheck after the completion of the employee's assigned work schedule for the school year.

To complete a voluntary resignation/retirement form, log on to www.sharylandisd.org and select employment resources tab.

Note: A contract employee is an employee who holds a contract (probationary or term) issued by the District. Contract employees do not include at-will/hourly employees.

Superintendent Reporting Requirements Under the New Disciplinary Proceedings for Educators (Texas Education Code §21.006 and 19 TAC Chapter 249, § 249.14)

1. What kinds of information must superintendents report to the SBEC under the disciplinary rules for educators?

Superintendents must report two general categories of information:

- the reported criminal history of an applicant for or holder of a certificate or permit issued by SBEC and
- educator misconduct that results in termination or resignation.

2. What is a "reported criminal history"?

A reported criminal history includes information about an arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system. Probation and deferred adjudication, for instance, are part of an individual's reported criminal history.

3. What types of misconduct that have not resulted in a reported criminal history must be reported to SBEC?

The superintendent **must** provide information to SBEC if any of the following misconduct forms the basis for the termination or resignation of a certified educator:

- abused or otherwise committed an unlawful act with a student or minor;
- possession, transfer, sale, or distribution of a controlled substance;
- illegal transfer, appropriation, or expenditure of property or funds of the school district, service center or shared services arrangement;
- seeking or obtaining a certificate or permit by fraud or without authorization, if the credential would enable the individual to fill an assignment requiring the credential or to receive additional pay related to the assignment; or
- commission of a crime on school property or at a school-sponsored event.

4. What is the deadline for reporting the information to SBEC?

Not later than seven calendar days after the superintendent first becomes aware of a reported criminal history or a termination or resignation based on an act of misconduct listed above. A settlement with a departing employee does not alter the superintendent's responsibility to report the information to SBEC.

5. What are the consequences for failing to report this information?

The Board may sanction the certificate of a superintendent who fails to report the required information within seven calendar days. Possible sanctions include reprimand, suspension, or revocation of the superintendent's certificate.

6. Where should the report be sent? What information should be included?

The report should be mailed (Capitol Station, P.O. Box 12728, Austin, TX 78711-2728) or faxed (512/936-8247) to the executive director, and must include the following information:

- summary of the factual circumstances underlying the report;
- name of the individual reported and any aliases;
- reported individual's certificate number, if any, or social security number; and
- reported individual's last known mailing address and home and daytime phone numbers.

SHARYLAND INDEPENDENT SCHOOL DISTRICT
Employee Handbook Acknowledgement

I hereby acknowledge that I have been informed/made aware of the Sharyland ISD Employee Handbook, the Sharyland ISD Website and the Sharyland ISD Board Policies. I agree to read the Employee Handbook and abide by the standards, policies, and procedures defined or referenced in the Employee Handbook.

The information in the Sharyland ISD Employee Handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate 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 relationships are intended in the Employee Handbook.

I understand that I have an obligation to inform payroll, my supervisor, or department head of any changes in personal information such as phone numbers, address, etc. I also accept responsibility for contacting my supervisor or the Office for Human Resources if I have questions, concerns, or need further explanation.

I authorize Sharyland ISD to review and consider the results of my educator certification examinations pursuant to Texas Education Code § 21.048(c-1) as needed for the duration of my employment. The results of these examinations will be reviewed to obtain information relevant to my qualifications for continued employment with the District.

Should you have any additional questions regarding these policies, please direct those questions in writing to:

Deborah Garza
Executive Director for Human Resources
Phone (956) 584-6400

Employee Signature/Electronic Signature: _____

Date

Note: Employees are entitled to a receive hard copy of board policies or the Employee Handbook upon request. Contact your immediate supervisor for a copy.

Appendix A

COVID 19 Related

Leaves and Absences

The Families First Coronavirus Response Act (FFCRA or Act) is a new law extending Family and Medical Leave and providing for emergency paid sick leave for absences related to the COVID-19 pandemic effective April 1, 2020 through December 31, 2020. Please see the attached link for additional information.

https://www.sharylandisd.org/UserFiles/Servers/Server_416150/File/COVID19/FFCRA_Poster_WH1422_Non-Federal.pdf

On July 28, 2020, the School Board of Trustees passed a resolution to authorize the Superintendent to evaluate each circumstance related to COVID-19. Qualifying employees that are unable to work remotely may qualify for up to an additional 10 days of leave for being instructed not to report to work due to recommended quarantine or those who are prevented from working due to contracting the virus.

Safety

The District is taking probationary measures to ensure the safety of all staff, students and community. Guidelines established by the Health Services Department will need to be followed.