

STOCKDALE

INDEPENDENT SCHOOL DISTRICT



2022-2023

EMPLOYEE HANDBOOK

Stockdale ISD Employee Handbook

Revised July 2023

If you have difficulty accessing the information in this document because of a disability, please email rena.mills@stockdaleisd.org

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Employee Handbook Receipt

Name

Campus/Department

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

Employees have the option of receiving the handbook in electronic format or hard copy.

<http://www.stockdaleisd.org>

Please indicate your choice by checking the appropriate box below:

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

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

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

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

Signature

Date

Please sign and date this receipt and forward it to Administration Office.

Introduction

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

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


District Information

Mission Statement, Goals, and Objectives

Policy AE


The mission of the District, in partnership with the community, is to prepare all students to be contributing members of society and to function independently in a quality manner by providing a challenging, caring learning environment.

STOCKDALE INDEPENDENT SCHOOL DISTRICT



VISION

**STUDENTS will be EMPOWERED
with the necessary SKILLS for
SUCCESS.**



MISSION

The mission of the district, in partnership with the community, is to prepare all students to be contributing members of society and function independently in a quality manner by providing a challenging, caring learning environment.

STRATEGIC PRIORITIES

1. Build a foundation of reading language arts, mathematics, science, and social studies
2. Expand opportunities in advanced academic coursework
3. Every child prepared for success in college, a career, or the military
4. Recruit, support, and retain faculty and staff

GOALS

1. To meet or exceed Region 20 and State performance annually on approaches, meets, and masters in the following areas:
 - a. All Students All Subjects
 - b. All Grades
 - i. ELA/Reading
 - ii. Mathematics
 - iii. Science
 - iv. Social Studies
 - c. Grade 3 Reading (HB 3)
 - d. Grade 3 Mathematics (HB 3)
2. Expand TSIA 2 testing access to all 8th grade Advanced Students to expand access to dual credit as Freshman by 2024.
3. Expand CTE programs by 2024 to include the following:
 - a. Implementation of Junior High CTE courses in Career Investigations
 - b. Expand Certification Opportunities
 - c. Ensure access to every student so that they may have the opportunity to graduate having met at least one of the following CCMR Indicators: Meet TSI criteria (SAT/ACT/TSIA) in reading and mathematics, complete a course for dual credit, earn industry certification, and/or enlist in the United States Armed Forces (HB 3)
4. Explore, create, and implement Teacher Incentive Allotment (TIA) by 2026.

Board Adopted on: May 10, 2021

Board of Trustees

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

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

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

Current board members include:

- Teri Wolff - President
- Tanner Voelkel – Vice President
- Teri Dugi - Secretary
- Blaine Akin
- Sherry Lambeck
- Mauro Monita
- Sal "CJ" Urrabazo

The board usually meets the second Monday of each Month at Stockdale ISD Administration Building. In the event that large attendance is anticipated, the board may meet at Stockdale ISD Food Court. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and outside the Administration Building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

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

2022 – 2023 Board Meeting Schedule

August 8, 2022
September 12, 2022
October 17, 2022
November 14, 2022
December 12, 2022
January 9, 2023
February 13, 2023
March 20, 2023
April 10, 2023
May 8, 2023
June 12, 2023

Administration

Todd Deaver	Superintendent
Roxanne Moczygemba	Programs and Testing Coordinator
Becky Stewart	Business Manager
Sandra Lynn	High School Principal
Debra Theesfield	Junior High Principal
Susan Loep	Elementary Principal
Andrew King	Athletic Director
William Polasek	Technology Director

School Calendar

2022-2023 STOCKDALE ISD ACADEMIC CALENDAR Board Adopted 3/23/2022

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Option #2 TOTALS	
FALL SEMESTER	SPRING SEMESTER
92 TEACHER DAYS	95 TEACHER DAYS
83 FULL DAY STUDENTS	86 FULL DAY STUDENTS
0 HALF DAY STUDENTS	2 HALF DAY STUDENTS
9 PROF. DEV. DAYS	7 PROF. DEV. DAYS
37,350 minutes	39,240 minutes
TOTAL MINUTES = 76,590	
ALLOWS FOR 2.2 DAYS (990 minutes) OF BUILT-IN ADDITIONAL MINUTES FOR BAD WEATHER, DELAYED STARTS, ETC.	

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.

Auxiliary Personnel

Rena Mills	Payroll and Accounts Payable Specialist
Sarah Rangel	PEIMS Coordinator
Erica Haley	Administrative Assistant to Superintendent
Desiree Cooper	Librarian
Megan Sekula	Secondary Library Aide
Karrie Scriven	Elementary Library Aide
Janette Dominguez	Special Education Administrative Assistant
Deirdre Hastings	Nurse
Stephanie Seidenberger	Nurse Aide
Melody West	Technology Assistant

Food Service

Samaris Velazquez	Food Service Director
Melissa Haecker	Food Service Director Assistant

Thomas Dougherty	Olha Baze
Frances Steele	Monica Chew
Yadira De La Fuente	Vacancy
Audrey Niemietz	

Custodians

Tanya Eldridge-Custodial Supervisor
Frank Rodriguez-Maintenance
James Hernandez
Bryant Dugi
Alexis Martinez
Leonard Valdez
Mario Espino
Kenneth Martin
Graciela Garcia
Christina Morales

Kimberly Kintgen - Grounds

Transportation

Helen Fidler – Transportation Supervisor
Bobby Bailey-Mechanic
Sherri Osborn
Troy Moseley
Carlos Salazar
William Thornton
Johnny Soto
Imogene Cox

Oscar Torres
Janis Moseley

2022 – 2023 High School – Staff

Sandra Lynn	Principal
Avery Phipps	Counselor
Rose Steenken	Secretary
Roberta Wellman	Registrar

Staff:

Brenda Revett	IPC, Chemistry, Proctor
Chasity Andrews	Life Skills
Gregory Bagby	PE, Proctor
Lena Billings	Algebra I, Pre-Cal.
Mason Bishop	Honors Biology, Biology, Proctor
Scott Burgess	EMT
Chester Burrier	Honors Physics, Physics, Honors Chemistry, A&P
Thomas Burrier	World History
Tracy Clapp	Family & Consumer Sciences
Gina Deason	Honors Alg I, Honors Alg 2, Honors Geom, Alg 2
Lesley Barrera	Art I, Art II, Art III, Art IV
Kassie Dixon	ESL 1, Special Education
Kay Lynn Dodd	English 3&4 Special Education
Destiny Faulkner	Ag Science
Kristine Fore	Life Skills
Elton Gilchrist	Math Models, Geometry
Larry Haecker	Criminal Investigation, School Resource Office
Joshua Heimann	AG Science
Rosa Hernandez	Paraprofessional
Randall Lynn	Honors English II, English II, English IV
Lorena Martinez	Spanish I
DeWayne Miller III	Paraprofessional
Michelle Miller	English III, Speech, Yearbook
Preslee Moy	US History
Lori Quintanilla	Spanish II & III
Jose Rodriguez	Paraprofessional
Richard Sanchez	Health, Proctor
Marielle Sekula	English I, Honors Eng. 1, Proctor
Robin Stephens	Band
Steven Villa	Special Education & Inclusion
James Williams	Gov/Eco, World Geography, Testing Coordinator
Karen Williams	Paraprofessional
Erica Wubbena	Paraprofessional
Heather Travis	Paraprofessional
Patricia Quintanilla	Paraprofessional
Julie Withers	Paraprofessional

Desiree Cooper	Librarian
Kimberly Terry	Secondary Behavior Unit
Andrew King	Athletic Director
Billy Polasek	Computer Technology
Melody West	Technology Coordinator
Deirdre Hastings	Nurse
Food Court Staff	
Maintenance and Custodial Staff	

Stockdale Junior High 2022-2023 Teacher Assignments

Name	Assigned Position
Debra Theesfield	Junior High Principal
Martha Blose	Counselor 6 - 8
Kathy Voelkel	Junior High Secretary
Denise Garcia	Instructional Assistant
Heather Stahl	Instructional Assistant – Life Skills
Judi Dougherty	Instructional Assistant
Whitney Fey	Instructional Assistant
Chasity Andrews	Special Education Life Skills Teacher
Bryan Castro	Special Education Inclusion Teacher, Coach
Kimberly Terry	Special Education ED Teacher, Campus Testing Coordinator
	Special Education ED Teacher
Destiny Dougherty	Dyslexia Teacher
Christa Ploch	JH Intervention
Anissa Bagby	RLA
Vicki Root	RLA
Tammy Chambers	Math
Shelley Waguespack	Math
Jenna Cotter	Science
Macie Neill	Science
Stephen Sweeney	Social Studies
Ashley West	Social Studies, UIL Coordinator
Karen Coston	Art
Robin Stephens	Band, General Music
Lorena Martinez	Spanish
Tina Tamez	Student Leadership
Lorenzo Anthony	Student Leadership
Jacob Vaughn	Technology
Kevin Wiatrek	Technology

2022 – 2023 Elementary Staff

Front Office:

Susan Loep – Principal
Jennifer Stavinoha – Counselor
Deirdre Hastings – School Nurse
Mireya Soefje – School Secretary
Dena Cano – Receptionist
Stephanie Seidenberger – School Nurse Assistant
Jessica Lambeck – Speech Therapist
Desiree Cooper – District Librarian
Penne Wiatrek – ACE Campus Coordinator

Teaching Staff:

Jennifer Cannon – Prekindergarten
Robin Blocker – Prekindergarten
Lisa James – Kindergarten
Kristina Fiorentino – Kindergarten
Nicole Mikolajczyk – Kindergarten
Kristen Koehn – First Grade
Robin Youngblood – First Grade
Sarah Skinner – First Grade
Debra Liska- First Grade
Jennifer McElroy– Second Grade
Venicia Monita – Second Grade
Denay Simpson – Second Grade
Ariana Burrier – Third Grade (RLA)
Couselo Ayala – Third Grade (Math)
Sabrina Yutarte- Third Grade
Justin Caldwell- Fourth Grade
Vacancy- Fourth Grade
Debbie Martinez – Fourth Grade (Math)
Regina Cortez – Fifth Grade (Differentiation, Science and Social Studies)
Tanya Eller – Fifth Grade (Reading, Science and Social Studies)
Jenny Sindt – Fifth Grade (Math, Science and Social Studies)
Beverly Hummel – Reading Interventionist
Barbara Akin – Dyslexia/ Reading Interventionist
Brigit Lucas – Math Interventionist
Gennie Rangel – Special Education – Behavior/ SPED Inclusion and Support
Brittany Feuge – Special Education – K-3 Resource
Lagena Garcia – Special Education – Lifeskills
Melinda Williams – Special Education – 4-5 Resource
Brad Brantley – Physical Education
Tara Wyrwich – Physical Education

Paraprofessional Staff:

Eva Arellano (PK)
Kelly McGuffin (PK)
Penny Cantrell (SE) – Inclusion
Katherine Wright- (SE) Inclusion
Sarah Hastings- (SE)Inclusion
Tracy Jensen- (SE)Inclusion
Rebecca Tiemann (SE)- Inclusion
Yvonne Colunga (SE) - Inclusion
Diana Sanchez (SE) - Resource/ CMC
Lisa Kibbe (SE) – Lifeskills
Veronica Martinez (SE) – Life skills
Samantha Hurt (SE)- Life skills 1:1
Amber McGee (SE)- Life skills
Brent Buckner (SE) Life skills
Vanessa Urrabazo (SE)- 1:1
Vacancy – Inclusion/Music
Kerri Scriven – Library Aide
Mari Vidal (SE) – Life Skills

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Todd Deaver, Superintendent, 503 South Fourth Street, Stockdale Texas, todd.deaver@stockdaleisd.org , 830-996-3551. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Roxanne Moczygamba, Programs and Testing Coordinator, 503 South Fourth Street, Stockdale Texas, roxanne.moczygamba@stockdaleisd.org , 830-996-3551.

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

Job Vacancy Announcements

Policy DC

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

Employment after Retirement

Policy DC

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

Contract and Noncontract Employment

Policy DC series

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

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

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

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

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) 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 positions require SBEC certification or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resource Department in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Superintendent when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Roxanne Moczygemba if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Human Resources if you have any questions regarding reverification of employment authorization.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Noninvestigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to

conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business.

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

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

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Superintendent.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Roxanne Moczygemba by 09/01/2022.

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. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA(Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by the last day of instruction of the previous school year. 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 Administration office and must be approved by the receiving 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 one day a week when no other personnel are available.

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

Breaks for Expression of Breast Milk

Policies DEAB, DG

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

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

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Roxanne Moczygemba.

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 also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

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

Employee Involvement

Policies BQA, BQB

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

Staff Development

Policy DMA

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

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

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

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

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

Employees should contact Human Resources for more information about the district's pay schedules or their own pay.

Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid every two weeks. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

The schedule of pay dates for the 2022-2023 school year follows:

Thursday, August 25, 2022
Friday, September 23, 2022
Tuesday, October 25, 2022
Friday, November 18, 2022
Friday, December 16, 2022
Wednesday, January 25, 2023
Friday, February 24, 2023
Friday, March 24, 2023
Tuesday, April 25, 2023
Thursday, May 25, 2023
Friday, June 23, 2023
Tuesday, July 25, 2023

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of two weeks is necessary to activate this service. Contact Human Resources for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired 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 or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 am Sunday and ends at 11:59 pm Saturday.

Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

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 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees should request a District Vehicle. If a District Vehicle is unavailable the employee will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

Health, Dental, and Life Insurance

Policy CRD

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

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

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

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience

a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Roxanne Moczygemba for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, life, disability, etc. Premiums for these programs can be paid by payroll deduction. Employees should contact Roxanne Moczygemba 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., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

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

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from TASB, effective September 1, 2021.

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

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact 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 eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify Business Manager 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

Free entry to all Home Athletic Events with Staff ID (Employee Only)

Employee Wellness Programs

Employee Assistance Programs

Leaves and Absences

Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Human Resources for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

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

- Local Leave
- State Sick Leave accumulated before the 1995-96 school year
- State Personal Leave

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

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

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or 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 five days because of a personal or family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

The district may require medical certification due to an employee’s questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests FMLA leave for the employee’s serious health condition, a serious health condition of the employee’s spouse, parent, or child, or for military caregiver leave.

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

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

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

Personal Leave

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

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

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

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

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave 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

Each employee shall earn five paid local leave days per school year in accordance with administrative regulations.

Local leave shall be noncumulative.

Local leave shall be used according to the terms and conditions of state personal leave. (See state Personal Leave, above)

Sick Leave Bank (or Pool)

An employee who has exhausted all paid leave and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate only local leave for use by the eligible employee.

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

An employee shall be permitted to donate in a school year no more than five local leave days. An employee shall be permitted to receive in a school year a maximum of 30 donated local leave days.

Family and Medical Leave Act (FMLA)—General Provisions

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

Leave Entitlements

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

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

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

Benefits and Protections

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

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

Eligibility Requirements

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

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

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

Requesting Leave

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

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

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

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

Employer Responsibilities

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

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

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured forward from the date an individual employee's first FML begins

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

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

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

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

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

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

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact. Employees that require FML or have questions should contact Becky Stewart for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's

statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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

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

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

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

district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Jury Duty

Policies DEC, DG

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

Compliance with a Subpoena

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

Truancy Court Appearances

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

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may

use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty orders by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

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

Reimbursement of Leave upon Retirement

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

An employee who retires from the District shall be eligible for reimbursement of state leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or non-renewed.
2. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 60 days before the last day of employment. Non-contract employees must provide written notice at least two weeks before the last day of employment.

A professional employee shall be reimbursed for five days of state leave for each year of service to the District, to a maximum of 50 days. Any other employee shall be reimbursed for five days of state leave for each year of service to the District, to a maximum of 25 days.

For each state leave day eligible for reimbursement, the employee shall be paid at the average daily rate of pay of a substitute teacher. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include Teacher of the Month and Teacher of the Year.

District Communications

Throughout the school year, the District 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.

Complaints and Grievances

Policy DGBA

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

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

<https://pol.tasb.org/Policy/Code/1253?filter=DGBA>

<https://www.stockdaleisd.org/vnews/display.v/SEC/School%20Board%7CComplaints/Grievance%20Process>

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

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

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

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

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

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

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

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

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

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

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

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

<https://pol.tasb.org/Policy/Code/1253?filter=DIA>

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

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

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of

students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, and *Bullying*, for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

DHB(LEGAL) Policy

<https://pol.tasb.org/Policy/Code/1253?filter=DHB>

FFH(LOCAL) Policy

<https://pol.tasb.org/Policy/Code/1253?filter=FFH>

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

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

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

Reports to Child Protective Services can be made Online at

<https://www.txabusehotline.org/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 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 Stockdale ISD Website.

<https://pol.tasb.org/Policy/Code/1253?filter=FFG>

As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reporting Crime

Policy DG

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

Scope and Sequence

Policy DG

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

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

Technology Resources

Policy CQ

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

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

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

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with

questions about computer use and data management can contact Billy Polasek, Technology Director @ 830-996-3551 ext. 1022.

Personal Use of Electronic Communications

Policy CQ, DH

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH(EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH(EXHIBIT)]

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

Electronic Communications between Employees, Students, and Parents

Policy DH

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

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee’s child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student’s parent. 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 understands that the employee’s communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a *communication*: however, the employee may be subject to district 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 communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. 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 limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to 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 personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district’s record retention policy.

- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Policy DH, GB

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

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

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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

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

Moral turpitude includes the following:

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

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

Alcohol and Drug-Abuse Prevention

Policy DH

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

<https://pol.tasb.org/Policy/Code/1253?filter=DH>

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

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

Fraud and Financial Impropriety

Policy CAA

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

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

- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

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

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

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

Charitable Contributions

Policy DG

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

Safety

Policy CK series

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

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

- Observe all safety rules.
- Keep work areas clean and orderly at all times.

- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact Roxanne Moczygemba.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call Wilson County Sheriffs Office (830) 393-2535 immediately.

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct 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 Administration office and is available for inspection during normal business hours.

Pest Control Treatment

Policies CLB, DI

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

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

OTHER TOPICS

Stockdale ISD Directive for Teachers

1. Students should only be in a classroom when supervised by a teacher or other designated adult. Never leave a student or a class unsupervised. If students are required by you to be at school for any reason, you should accompany them or supervise them.
2. Students who have been absent or are tardy must follow campus procedures before returning to class.
3. Be positive about discipline especially the first few weeks of school. Make your expectations known to the students and parents. **Under no circumstances will points be taken off the students' grades for classroom discipline reasons. Discipline expectations and procedures should be understood between the classroom teacher and the campus administrator (be consistent). Punishment, which is in mass or on a large scale for seeking out offenders, is prohibited.**
4. All books should be covered and accounted for at all times. Follow campus procedures for checking out books to students.
5. Each campus will have procedures for bus riders.
6. Attendance is a critical issue for both the District and the student. The teacher's record of attendance is the basis for our funding, and the record to determine if a student is in attendance in your class 90% of the time. Accurate attendance records are a must, therefore, all teachers must personally check class roll every day and report attendance using procedures established for the campus by the campus administrator.
7. All teachers have a planning period. Please make yourself available during the planning period should a parent or student need to visit with you.
8. Directives and instructions from the office are meant to be helpful. If there is confusion in regards to directives or instructions, please check with the campus administrator for clarification.
9. All teachers will enforce the Code of Conduct, campus rules, and any other rules and regulations set by administration and school policy.
10. All teachers will be evaluated according to Board policy DNA (Local). The Board of Trustees approves the appraisal calendar annually. The campus administrator will do walkthroughs on a regular basis.
11. All duties will be assigned by the campus administrator, and are subject to change if necessary.
12. All visitors must report to the campus office upon arrival and sign in. If a visitor comes to your room without reporting to the office, please redirect them to the office.
13. All school related organizations and class funds should be accounted for in an orderly manner as prescribed by the superintendent of school. No organizations on the school campus should plan activities on Sunday or Wednesday nights.
14. You are encouraged to attend school functions.

15. Snacks and liquid beverages are not allowed in the classroom without the advance approval of the campus administrator. Lounges are for the convenience of all Stockdale I.S.D. employees. It is the responsibility of the campus staff to keep their lounge neat and clean.
16. Purchase orders for materials paid for by the school will be filled out and approved by the campus administrator or superintendent BEFORE purchasing. Each campus administrator will explain the procedures for using a purchase order on his/her campus. You will be responsible for personally paying for any unapproved purchases.
17. Employees who wish to accept outside employment or engage in other activities for profit during the term of their employment shall file a written request for permission to their campus administrator who will submit the request to the superintendent for approval.
18. Stockdale I.S.D. District wide Educational Improvement Committee members are your representatives. Please make them aware of ideas or issues you would like the Committee to consider and/or address.
19. All staff will wear his/her ID while in the district during school hours.
20. The Staff ID will be shown to enter home games without an entrance fee (**subject to COVID restrictions**).

Enjoy the special opportunity to make a difference in a child's life. Teach everyday as though every child in your classroom was your very own child. You are a blessing to our District and every child you come in contact with.

High School Personnel Directives

Directives and instructions from the office are meant to be helpful, corrective, and instructional. All teachers will enforce the school rules and regulations as set down by the administration and policy. Failure to do so will be reflected in your appraisal.

1. The workday is 7:35A.M. - 4:00 P.M. (or later if paid for tutorials). Being late to work is not acceptable (excluding an unforeseen emergency) and at some point may result in a written reprimand. In addition, leaving early is also not acceptable. **Any exceptions must be cleared through the Principals office. Teachers are not to make arrangements for other teachers to cover their classes without prior permission from Mrs. Lynn.**
2. Absenteeism is not recommended. Please notify the school ASAP if an emergency arises. Personal leave days must have prior approval from the principal. Teachers will be utilizing the system ReadySub for the school year.
3. Students will stay in their classes until the bell rings unless the teacher has prior approval from the principal.
4. For safety purposes, teachers will keep your classroom door locked at all times.
5. Teachers are ethical, cooperative, loyal, trusting and dignified. Perform your duties as a professional. Your duties are very important to the school, pupils, parents, and community. Remember at all times, you are the teacher, and you have a classroom to control. Teach with a positive approach, not a negative one. Remember respect is a two-way street with students. If a staff member has a problem with a policy or something/someone on campus, they should schedule a meeting with the principal to discuss the matter. Negative comments in a general session are considered unprofessional. When we are all together, we must act and look as a team.
6. Make sure that your classroom stays neat and orderly. Always be ready for visitors. Keep student's desk and feet away from walls. Use appropriate wall adhesive. (ask Mrs. Lynn)
7. Students should be in their assigned class at all times, supervised. The exceptions are when the office calls for a student, or the teacher sends the student with a pass for an authorized reason. Students are not allowed to congregate in the halls or office. Do not allow students to visit or attend other classes. Students are not permitted to leave class early for athletics. Students need to remain in your class actively learning for the entire period-this will be monitored closely.
8. Make sure your students know what you expect of them in your class. This means both behaviorally and academically. Consistency is the key to an effective classroom. Under no circumstances may you take away points from a student's grade because of discipline. Your students should know what your discipline procedures are and that they it will be followed. Keep students actively engaged while in class. A structured, active classroom will have very few discipline problems.
9. Discipline referrals are an effective way to deal with classroom problems. However, they are not the most effective. The most effective is communication between teacher, parent and student. Office referrals are to be used only when all other methods have

- failed. All persistent discipline referrals must have parent contact (phone) before the referral is written. A summary of this contact must be attached to the referral. An exception to this would be that a student is so disruptive that they must be moved immediately. If this is the case, a phone call is still required from the teacher. Punishment, which is in mass or in large scale for seeking offenders, is prohibited. Referrals that result in a student placement in ISS, will need a “Be Present” Restorative Conference with that student during the ISS placement. If you need any help or suggestions, please stop by the office.
10. Teachers are the official keeper of student’s attendance. Please make sure you check attendance everyday and every period within the first ten minutes electronically in gradebook within Ascender Teacher Portal and keep a hardcopy record in your grade book. If a student misses your class three days in row, a phone call home is to be made and documented.
 11. Conference periods are to be used for preparation, meetings and conferences with students and staff, parents or other forms of school business. If you plan to leave campus during your conference period, you must notify the office and check back in when you return to campus.
 12. Lesson plans are to be completed online using the district program. Lesson plans will be submitted to the secretary each Monday no later than 5th period either electronically or printed.
 13. You will receive one official evaluation a year. Walkthroughs may take place many times throughout the year in which you will receive documentation of the visit. The campus principal or designee will assign all duties.
 14. Purchase Orders for material bought through the school will be filled out and approved by the principal *before* purchasing. Bring your completed requisition form (or email the form) to the principal’s office for approval at least five days prior to the deadline for the item requested.
 15. Students are not allowed into the teacher’s lounge. Please do not send students down to the copy room to make copies.
 16. Any student who leaves campus (unless authorized class requirement-see Mrs. Lynn/Office for permission first) must check out in the office first.
 17. Student group (authorized) may have only two fundraisers a year and each must be completed within 10 school days. All fundraisers must be pre-approved by the principal and a fund raising/sales activity application must be completed prior to fundraiser. Money collected from fundraisers must be turned in to the administration building within 2 days of collection.
 18. Grading System: Grades will be based on a 100-point scale. A minimum of two grades per week should be recorded in your grade book. **All teachers are required to maintain grades in a gradebook.** Teachers should keep their Ascender Teacher Portal gradebook updated weekly. **Verify all categories and percentages set up in your gradebook at the beginning of the year with the principal for approval prior to school starting.** Each category should have an appropriate number of grades (a minimum of two in a category).

19. Use of movies in the classroom can be beneficial to your curriculum. **Movies shown for entertainment purposes are not allowed.** If you are using a movie to enrich your teaching, it should be indicated in your lesson plans. **Use of any movie or parts of a movie that have a rating other than PG/G, must have approval from the principal's office prior to use.**
20. Teachers will provide each student with a syllabus and class rules at the beginning of the semester. During the first days of school, students will be informed of expectations of discipline, procedures and routines. This syllabus will cover the entire year or semester if a half-credit course.
21. Teachers are responsible for the class set of textbooks. The class set will need to be checked out through the office. **Please do not let students leave your classroom with your textbooks.**
22. Teachers are to attend all ARD's whenever possible. If you are unable to attend, you are required to fill out a Teacher's ARD Input Form and turn it in the special education teacher prior to the scheduled ARD. This is valuable information that needs to be included in a student's ARD.
23. Teachers will provide work for students assigned to In School Suspension (ISS). Additional work should also be provided in case the student finishes the assigned work. If you have a student in your class assigned to ISS, please attempt to go to ISS for a few minutes your conference to review any work you may assigned.
24. Dress professional each day!!! Thursday is designated as "Post-Secondary Appreciation Day" and jeans are permitted with a college shirt. Friday is spirit day...on spirit day you may wear jeans and a Brahma shirt or a purple shirt. You are not permitted to wear jeans on any other day other than Friday...exceptions are testing and a field trip. Shorts are not permitted to be worn in the classroom (unless in the gym with coaching/teaching).
25. All staff will be required to follow TEA and district procedures regarding wearing face coverings while on campus.

Junior High Personnel Directives

Directives and instructions from the office are meant to be helpful, corrective, and instructional. All teachers will enforce the school rules and regulations set down by the administration and policy. **Failure to do so may be reflected in your appraisal.**

1. Staff hours are from 7:30 A.M. - 4:00 P.M.
2. ***Staff will be visible in the hallway before and after school begins, at the start and the end of lunch, and between class bells.***
3. ***Please complete Absent from Duty days in ReadySub prior to request for approval/disapproval. Please call as soon as possible if you are unable to arrive on time or are ill and need a substitute.***
4. Teachers are the official keeper of student attendance. Attendance is to be taken at the beginning of each class period after the tardy bell has rung. *Please make sure you POST your attendance everyday and every period within the first ten minutes of class. You may want to keep a hard copy of attendance in your gradebook.* Attendance Verifications Sheets will be done periodically to verify and keep documentation accurate. A phone call home is to be made and documented when a student misses your class three days in a row.
5. Grades will be based on a 100-point scale. Number grades 70-100 will be passing and 69 or below will be failing. Teachers are to follow the grading guidelines in the JH Handbook.
6. Grades are to be updated in Ascender with a **minimum of two grades per week and assigned in the proper categories according to District Policy. Grades need to be handwritten or a printed report attached to hard copy gradebook every week, 3rd week and 6th week grading period.**
7. Progress reports will be completed and distributed each third week of a six-week period by the office after teachers have verified grades by the deadline determined by the principal.
8. Teachers will design lessons to help students reach mastery through use of various teaching strategies designed to respond to the diverse groups of learners.
9. Lesson plans are due on Tuesday by 8 AM to the JH Office. Lesson plans need to be printed and delivered to the JH Office. They must coincide with the TEKS Resource curriculum for each subject and based on the TEKS. Sufficient detail is recommended so that a substitute teacher can follow them. A substitute teacher folder is required.
11. ***All movies must have approval by the principal prior to showing including any movie or part of a movie that has a rating other than "G".*** Digital Curriculum is encouraged.
12. *Teachers will provide work for students assigned to In School Suspension (ISS). Additional work should also be provided in case student(s) finishes assigned work.*

13. Students must be supervised at all times, including the play areas and NEVER left unattended in classrooms.
14. Confidential educational records include grades, test results, disciplinary records, and other information that is relevant to student performance. Release of this information is restricted. See student handbook for more information.
15. Conference periods are used for preparation, meetings, and conferences with students and/or parents, and other forms of school business.
16. Teachers are to attend ARD/504 committee meetings with information to share with parents and staff. The teacher is required to complete a report and e-mail to the special education office prior to the scheduled ARD. This is valuable information that needs to be included in the student's ARD/504 discussion.
17. Request for materials/ items to be purchased should be written on a requisition request form that is completed by the teacher and submitted to campus principal for approval.
18. Students are not to be in the teachers' lounge area or workroom, except with permission.
19. All school organizations are limited to two fundraisers per school year and must be approved by the principal in advance.
20. Any visitor not wearing a visitor's badge must be directed to the office.
21. Dress professional every day!! Exceptions: You may wear jeans on Thursdays: purple shirts for JH football games OR college shirt, bullying shirt on Fridays for spirit day, STAAR testing days and field trips. Spirit day attire includes jeans, a Brahma shirt or a purple shirt. **Clothing not permitted on instructional days: spandex, leggings or shorts.**
22. **The secretary's office is not a place to send students for time-out, except in emergencies or with prior permission.**
23. Employees who wish to accept outside employment or engage in other activities for profit during the term of their employment shall file a written request for permission to the administrator in charge, which shall submit the request to the superintendent.
24. School functions such as Parent Teacher Organization (PTO), Band Boosters, and Athletic Association, etc. are for you and your attendance is encouraged.

Discipline referrals are an effective way to deal with classroom problems; however, they are not the most effective if proper communication is not enforced. ***The most effective is communication between teacher, parent and the student.*** Office referrals are to be used only when all other methods have failed. The procedure concerning a disruptive student is to speak to the student and let that student know what he/she was doing and understand why they are in trouble. Next, contact parents by phone, email or a written note as a form of documentation. Third, schedule a parent/teacher conference to discuss further concerns. If all these measures have failed, then fill out the discipline referral form and send it to the office.

Elementary Personnel Directives

1. All staff are to conduct themselves in a manner that is both professional and deserving of respect.
2. The work day begins at 7:30 AM until 4:00 PM (or later if paid for tutorials). Any exception must be approved by front office and/or principal. Staff must be on time for duty. It is the teacher's responsibility to get duty covered if he/she cannot be there.
3. **Teachers will not leave students without supervision at any time (during class, recess, and transition times students must be monitored).**
4. Absenteeism is not recommended. **Please notify the Principal** ASAP by phone call or text if an emergency arises, then use the ReadySub App to schedule your substitute. If no subs are available through the ReadySub App you will need to contact the secretary. Personal leave days and professional development days must have prior approval from the Principal's office.
5. All staff must adhere to their assigned schedule. Any variation must be approved through Principal's office prior to the change. Teachers are responsible for fulfilling assigned duties before and after school and getting a replacement if he/she is absent.
6. Use personal cell phones with professionalism and in extreme moderation.
7. All staff are not permitted to use social media in a manner that is detrimental to students enrolled in the District. Comments or photos that are inappropriate or distracting to the instructional environment are cause for reprimand and/or more severe actions.
8. Teachers will have rules in the classroom presented clearly to students. During the first days of school, students will be informed of expectations of discipline, procedures and routines. Teachers and Principal will discipline students based upon the local Student Code of Conduct. Under no circumstances will points be taken off students' grades for classroom discipline reasons. Group punishment is against District Policy.
9. The teacher will contact parents by phone prior to any office referral for persistent misbehavior. Exceptions are permitted in severe cases or when the safety and/or well-being of self or others is in question. Office referrals should be completed in Ascender.
10. Conference Periods are to be used for preparation, meetings and conferences with students, staff, parents or other forms of school business. If you are leaving campus during your conference period, please let front office staff know.
11. Teachers are the official keeper of attendance. Please make sure to keep an accurate record that is checked daily. The official attendance time is 10:00 a.m. Please do not record attendance until 10:00 a.m. If a student misses class three days in a row, a phone call home is to be made and documented, then notify the office.

12. Teachers are required to use Eduphoria Forethought to complete weekly lesson plans. Plans are due by 4:00 pm, the first school day of each week. Teachers should follow the lesson plan template provided in Eduphoria. Checkboxes in Eduphoria are for data purposes and should be completed with integrity.
13. Teachers will keep a Substitute folder in the classroom, which should include classroom routines and procedures, a prepared emergency lesson plan, and any other pertinent information for the substitute.
14. Grades are to be updated frequently and graded work sent home no less than weekly. Grades are to be updated in the Ascender Gradebook with a minimum of two grades per week. Progress reports will be sent home at three-week intervals. Grades are due by 3:30 on the designated Friday before progress reports/report cards are sent home. See [grading policy](#) for more specific details.
15. With the exception of Prekindergarten, Math and PE teachers will follow the TEKS Resource System curriculum using the Year at a Glance (YAG) and Instructional Focus Document (IFD) to keep their grade level aligned with the district. Math teachers will follow the Sharon Wells or Pearlized Math Scope and Sequence/Curriculum. Teachers may supplement lessons with additional resources as necessary.
16. Teachers will NOT have students grade papers or assignments for a recorded grade. Teachers are required to grade tests and graded assignments themselves to guarantee accuracy of a grade and for monitoring student progress, or lack thereof. Students may check their own work in class to provide immediate feedback, but such assignments should not be recorded in the gradebook.
17. Each teacher will be evaluated through the Teacher Evaluation and Support System (TESS). This includes Teacher Goal Setting, Formal Observation, Walkthroughs, and a Summative Appraisal Conference. Some teachers may be eligible for a Waiver of the Formal Observation, but every teacher will be evaluated no less than every two years. Paraprofessionals will also be evaluated on a yearly basis.
18. Classrooms should be kept neat, orderly, safe, clean and educational at all times. Due to limited space and safety concerns, seasonal, personal or limited use items are to be stored elsewhere. The shipping container is available for extra classroom storage, but items should be stored neatly in marked locations. Microwave ovens and mini-refrigerators are prohibited. No materials should be stored above the cabinets. All classrooms should pass standards for fire safety.
19. Teachers will hold parent conferences after the first Six-weeks grading period and then again after the fourth Six-weeks grading period. Conferences will be documented for Federal purposes and turned in to the office.
20. Dress professionally each day. Friday is “spirit” day, on which you may wear jeans with a Brahma shirt or purple shirt. Tuesdays are to support the school theme (The Leader in

Me) and may include wearing the theme shirt with jeans. Thursdays are college and career days- you may wear shirts supporting college and career readiness on these days. If you know you have a meeting with a parent, please dress professionally on that day.

Clothes should be appropriate for an elementary classroom.

21. All visitors must check in at the office to obtain permission to see teachers and or students. Teachers should redirect violators to the office if they do not have a Visitor Tag.
22. Teachers are to attend all ARD and 504 Meetings. If you are unable to attend, please contact the principal in advance and provide the ARD or 504 committee with all documentation, work samples etc.
23. Employees who wish to accept outside employment or engage in other activities for profit during the term of their employment shall file a written request for permission to the administrator-in-charge, and then submitted to the Superintendent.

Food Services

Regular Lunch Prices	
K-5 th	\$2.60
6 th -12 th	\$2.80
Faculty & Visitors	\$4.00
Breakfast Prices	
K-5 th	Free
6 th -12 th	Free
Faculty	\$1.19

Other Payment options are:

1. In Person with Samaris Velazquez or Melissa Haecker at Elementary Campus
2. Online at <https://family.titank12.com/>
3. By Mail Attn: Food Service Dept. P.O Box 7, Stockdale, TX 78160

Transportation

STOCKDALE **INDEPENDENT SCHOOL DISTRICT** **TRANSPORTATION**

BUS RIDERS RULES AND REGULATIONS

Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Bus safety rules shall include, but not be limited to, the following.

1. The bus driver is in charge of students on the bus. Students shall follow the driver's directions at all times.
2. Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride the bus.
3. Buses will stop at established stops only. Students will not be permitted to leave the bus until the bus arrives at an established bus stop or the appropriate school. Students shall load and unload at their designated bus stop only.
4. Students shall wait for a bus by remaining on the sidewalk. If there is no sidewalk, students will wait next to (but not in) the street. Students must wait until the bus comes to a full stop before boarding or leaving the bus.
5. Students will remain properly seated at all times and not block the center aisle. Any or all students may be assigned seats.
6. Students must keep their hands, head, feet, and personal objects inside the bus at all times.
7. Scuffling, shoving, or fighting is prohibited on the bus and at established bus stops.
8. Littering or throwing items inside or from the bus is prohibited.
9. Students are not allowed to consume food or drink on the bus. The use of all tobacco products is prohibited.
10. Students shall not deface or vandalize the bus or related equipment. Students that violate this rule will be required to pay for damages.
11. Students are not to engage in loud talking, yelling, the use or profanity, inappropriate language or gestures, on the bus.
12. Students are not allowed to bring animals or harmful objects (i.e. weapons, drugs, alcohol, fireworks, etc.).
13. Students, while on the bus and when exiting or entering the bus, are required to comply with and will be subject to the Student Code of Conduct/Discipline Rules established by the School District.
14. Students, while on the bus, while entering or exiting the bus and while at or in the general area of the designated loading and unloading zone area, are required to comply with and will be subject to the Student Code of Conduct/Discipline Rules established by the school district and Transportation.
15. Pre-Kindergarten and Kindergarten must have authorized adult at bus door or the child will not be released.
16. Bus audio and video can only be viewed by District Administration and appropriate staff.
17. Students will have one pickup and drop off location per school year unless approved by Director of Transportation.

Cut along dotted line.

Date: _____ School Year: _____

Student's Name: _____

School: _____ Grade: _____ Bus #/Stop: _____

In case of accident or child irregularity, the driver or principal may notify: _____

Parent's Name: _____

Home Address: _____ City _____ Zip _____

Mailing Address: _____ City _____ Zip _____

Phone: _____ If no answer, call: _____

Authorized Parent or Guardian for release of child: _____

I have read and understood the bus rules and have reviewed them with my children.

Parent's Signature: _____

Additional Comments (i.e Medical) use back of card if necessary.

THE FOLLOWING DISCIPLINARY PROCEDURES FOR BUS TRANSPORTATION WILL APPLY:

(Parents will be notified by phone and mail after each offense)

- a) **FIRST OFFENSE:**
A verbal and written warning is issued to the student.
- b) **SECOND OFFENSE:**
A three-day suspension is issued to the student.
- c) **THIRD OFFENSE:**
A 6-10 day suspension is issued to the student.
- d) **FOURTH OFFENSE:**
A 10-30 day suspension is issued to the student or possible removal from transportation privileges for the remainder of the school year and/or other appropriate action by district.
- e) **SEVERE CLAUSE:**
If a student's conduct while on the bus or while exiting or entering the bus either jeopardizes the safety of other students and/or the driver, or constitutes an offense under the Student Code of Conduct/Disciplinary Rules that could result in expulsion or removal to the District's Alternative Education Program, a suspension of the student's bus transportation privileges will immediately be placed into effect for a period of time up to the remainder of the school year. This suspension will be in addition to any other disciplinary action that may be taken by the School District with respect to the conduct referred to in this clause.
- f) See bus discipline procedures and consequences on Stockdale ISD website, Transportation.

General Procedures

Emergency School Closing

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

RADIO STATIONS

WOAI/San Antonio

KTSA/San Antonio

KKYX/San Antonio

TELEVISION STATIONS

KENS 5/San Antonio

KMOL 4/San Antonio

KSAT 12/San Antonio

KABB 29/San Antonio

Policies CKC, CKD

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Business Office on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact Becky Stewart 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 Administration office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the Human Resource Department.

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 released 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 Administration Office. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

Facility Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. Each Campus is responsible for scheduling the use of facilities after school hours. Contact a Campus Administrator to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE, DHB

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 30 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Superintendent. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent or other person designated by board action.

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

Noncontract Employees. Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the Superintendent 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 within seven business days of receiving a report from a principal, or of knowing about an employee's resignation or termination following an alleged incident of misconduct described above.

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a

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

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

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

Dismissal of Noncontract Employees

Policies DCD, DP

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*.)

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 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.

Reports to Texas Education Agency

Policies DF, DHB, DHC

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

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

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

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

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to [Todd Deaver, Superintendent 503 South Fourth Street todd.deaver@stockdaleisd.org](mailto:todd.deaver@stockdaleisd.org), the district Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should be directed to [Roxanne Moczygemba, Program and Testing Coordinator, 503 South Fourth Street, roxanne.moczygemba@stockdaleisd.org](mailto:roxanne.moczygemba@stockdaleisd.org) the district ADA/Section 504 coordinator for students. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

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

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

Administering Medication to Students

Policy FFAC

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen®), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from 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 Handbook and Student Code of Conduct. 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 minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by the parent or guardian 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

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to Campus Administrators. The district’s policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

<https://pol.tasb.org/Policy/Code/1253?filter=FFI>

Hazing

Policy FNCC

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

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