

2017 – 2018
School Year
Employee Handbook



WESLACO INDEPENDENT SCHOOL DISTRICT

THE RIGHT CHOICE

Human Resources Department
Melva Segura, HR Director

319 West 4th Street | P.O. Box 266
Weslaco, TX 78599
Telephone: (956) 969-6619 Fax: (956) 969-6940

Employee Handbook Table of Contents

<u>Topic</u>	<u>Page #</u>
Introduction	4
Employee Handbook Receipt Form	5
District Goals	6
School District Map	7
WISD Board of Trustees	8
WISD Administration	9
Weslaco ISD 2017-2018 District Calendar	10
Helpful Contacts; Title IX Officer; ADA/Section 504 Coordinator	11
Directory of Schools	12
EMPLOYMENT	13-19
Equal Employment Opportunity	13
Job Vacancy Announcements	13
Employment after Retirement	13-14
Contract and Non-Contract Employment	14-15
Certification and Licenses	15
Recertification of Employment Authorization (New)	15
Searches, Alcohol and Drug Testing	15-16
Health Safety Training	16
Reassignments and Transfers	16-17
Workload and Work Schedules	17
Breaks for Expression of Breast Milk	17
Parents Notification: Teacher Certification Status	18
Outside Employment and Tutoring	18
Performance Evaluation	18
Employee Involvement	18
Staff Development	19
COMPENSATION AND BENEFITS	20-24
Salaries, Wages, and Stipends	20
Annualized Compensation	20
Automatic Payroll-Direct Deposit	20-21
Payroll Deductions	21
Overtime Compensation	21-22
Travel Expense Reimbursement	22
Health, Dental and Life Insurance	22-23
Supplemental Insurance Benefits	23
Cafeteria Plan Benefits	23
Workers' Compensation Insurance	23
Unemployment Compensation Insurance	23-24
Teacher Retirement System of Texas	24
LEAVES AND ABSENCES	25-33
<i>Use of Leave</i>	25
<i>Immediate Family (New)</i>	25
<i>Medical Certification</i>	25-26
<i>Continuation of Health Insurance</i>	26
Personal Leave	26
<i>Nondiscretionary</i>	26
<i>Discretionary</i>	26
<i>Duration of Leave</i>	26-27
<i>Excessive Absence</i>	27
State Sick Leave	27
Local Leave	27

Sick Leave Pool	28
Temporary Disability	28
Family and Medical Leave (FML) - General Provisions (Revised)	29-30
Family and Medical Leave (FML) - Local Provisions	31
Assault Leave	32
Bereavement Leave	32
Jury Duty	32
Compliance with a Subpoena	32
Truancy Court Appearances (New)	32
Religious Observance (New)	33
Military Leave	33
Special Leave to Attend College Class	33
EMPLOYEE RELATIONS AND COMMUNICATIONS	34
Employee Recognition and Appreciation	34
District Communications	34
KWES-TV Channel 17	34
COMPLAINTS AND GRIEVANCES	35
EMPLOYEE CONDUCT AND WELFARE	36-49
Standards of Conduct	36
Texas Educators Code of Ethics: Enforceable Standards	36-38
Discrimination, Harassment, and Retaliation	39
Harassment of Students	39
Sexual Harassment	39-40
Reporting Suspected Child Abuse	40-41
Sexual Abuse and Maltreatment of Children	41
Reporting Crime	41
Dress Code and Grooming	41-42
Technology Resources	42
Personal use of Electronic Media	43
Use of Electronic Media with Students	44-45
Criminal History Background Checks	46
Employee Arrests and Convictions	46
Alcohol and Drug-Abuse Prevention	46
Tobacco Products and E-Cigarette Use	46-47
Fraud and Financial Impropriety	47
Conflict of Interest	47
Gifts and Favors	47-48
Copyrighted Materials	48
Associations and Political Activities	48
Charitable Contributions	48
Safety	48-49
Possession of Firearms and Weapons	49
Visitors in the Workplace	49
Asbestos Management Plan	49
Pest Controls Treatment	49
GENERAL PROCEDURES	50-51
Bad Weather	50
Emergencies	50
Purchasing Procedures	50
Name and Address Changes	50
Personnel Records	51
Use of School Facilities	51
Parking on School District Property	51
SEPARATION OF EMPLOYMENT	52-53
Resignations	52

Termination or Non-Renewal of Contract Employees	52
Dismissal of Non-Contract Employees	52
Exit Procedures and Interviews	53
Reports to Texas Education Agency	53
Reports Concerning Court-Ordered Withholding	53
STUDENT ISSUES	54-56
Equal Educational Opportunities	54
Student Records	54
Parent/Student Complaints	54
Administering Medications	55
Dietary Supplements	55
Psychotropic Drugs	55
Student Conduct and Discipline	55
Student Attendance	55
Bullying	56
Hazing	56
APPENDIX	57

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 listed in the appendix. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Department located at 319 W. 4th Street, Weslaco, Texas 78596.

This handbook is neither a contract nor a substitute for the official District Policy Manual; it is not intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies. District policies and procedures can change at any time; these changes shall supersede any handbook provisions which are not compatible with the change. For more information, employees may refer to the policy codes which are associated with handbook topics, confer with their supervisor, or call the appropriate district office. Policy manuals are located at the Human Resources Office and the office of the Assistant Superintendent of Administration for employees to review during normal working hours. Policies can also be accessed on online at www.wisd.us and are available for employee review during normal working hours.

Modifications made periodically to the Employee Handbook will be made on the electronic version posted on the district website at www.wisd.us. Any changes will be highlighted for your convenience. Please refer to the website for the district's most current version of Weslaco ISD's Employee Handbook.

NONDISCRIMINATION STATEMENT

It is the policy of Weslaco ISD to not discriminate on the basis of sex, age, religion, race, color, marital status, veteran or military status, the presence of a medical condition, disability or any other legally protected status.

Weslaco Independent School District Employee Handbook Receipt 2017-2018 School Year

Official Name: _____ Last 4 digits of SSN / Employee ID#: _____
(Please Print; DO NOT USE NICKNAMES – USE YOUR OFFICIAL NAME AS NOTED IN OUR SYSTEM)

Campus/Department: _____ Current Position: _____

Employees have the option of receiving the handbook in hard copy format (to be provided by the campus/department secretary) or electronic format. The directions for accessing the electronic format are as follows:



- Go to our website www.wisd.us
- Go to Departments & Select Human Resources
- Download the WISD Employee Handbook



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 according to the instructions provided.

- I choose to receive a hard copy of the employee handbook.

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

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this booklet. As the district provides updated 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 the Human Resources Dept. of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my immediate supervisor within two calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any offense involving moral turpitude, and any other offense as outlined in Board Policy DH (LOCAL): Employee Standards of Conduct.

By signing this document, employees acknowledge that they have access to, and have read and understand, the most recent school district policies related to appropriate use of the electronic communications and data management systems, specifically COR (local and legal). This document becomes an extension of the acceptable use policy already on file in the employee's personnel file.

Signature

Date

✓ Please sign both copies of this form you have been given and keep one. Note: A copy will be kept at the campus/department and the original form will be forwarded to the Human Resources Department.

DISTRICT GOALS



DISTRICT GOALS



TRADITION OF EXCELLENCE: ACADEMICS, ARTS, & ATHLETICS

2017-2018



1

STUDENT SUCCESS LITERACY FOCUS

High-quality, innovative,
technology-savvy programs



2 **POSITIVE LEARNING ENVIRONMENTS**
Safe, secure, technology-rich schools and facilities



3

PARENT-COMMUNITY-BUSINESS-INDUSTRY RELATIONS

Superior customer service, positive communication, and collaboration for student success



DISTINGUISHED EDUCATORS



WE ACHIEVE THE EXTRAORDINARY

4

CAPACITY-BUILDING/ LEADERSHIP DEVELOPMENT

Quality, customized professional development for all employees



5

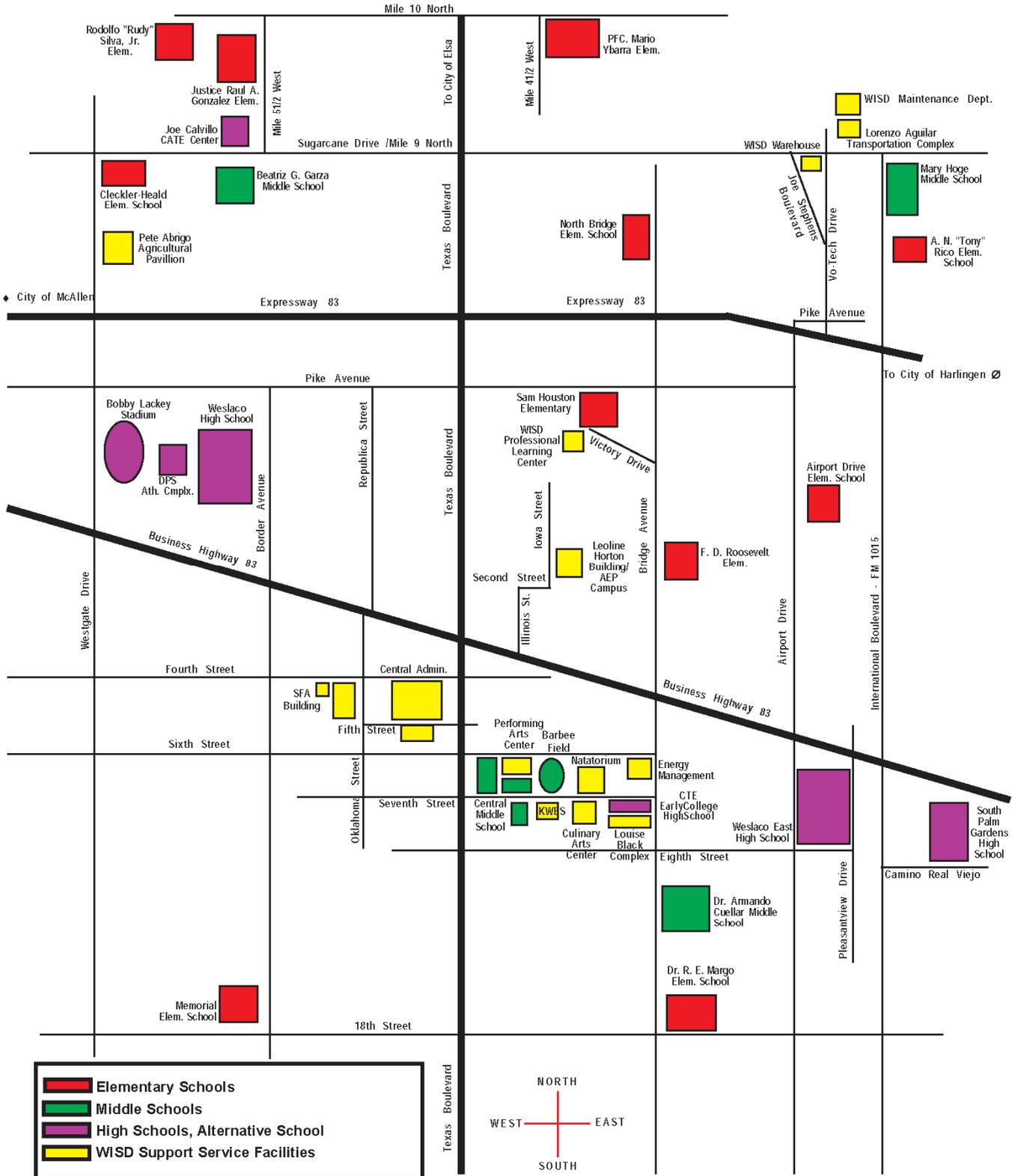
FINANCIAL STRENGTH

Responsible planning, management, and accountability



WESLACO INDEPENDENT SCHOOL DISTRICT

319 W. Fourth St. / P. O. Box 266 Weslaco, Texas 78599-0266 956-969-6500



NOTE: THIS MAP IS NOT TO SCALE

06/14 WISD Public Information Office

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, and employment of the superintendent, facilities, and expansions. The Board has complete and final control over school matters within limits established by state and federal law and regulations.

The Board of Trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Trustees elections are conducted biennially, on the first Tuesday of November and serve staggered four-year terms. Trustees serve without compensation, must be registered voters and must reside in the district.



Mr. Erasmo Lopez
President



Mr. Oscar Caballero
Vice-President



Isidoro Nieto
Secretary



Dr. Richard Rivera
Trustee



Mr. Andrew Gonzalez
Trustee



Dr. Jaime Rodriguez
Trustee



Mr. Patrick Kennedy
Trustee

Scheduled Meetings:

Trustees meet on the second Monday of every month at 6:00 p.m. in the Weslaco ISD Administration Building Boardroom, 319 W. 4th Street. Special Meetings may be called when necessary. A written notice of regular and special meetings will be posted at 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 two-hour notice.

All meetings are open to the public. Under the following circumstances, Texas law permits the Board to go into a closed session: discussing prospective gifts or donations, real property acquisition, personnel issues including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

2017-2018

Administration

Dr. Priscilla Canales

Superintendent of Schools

Susan Peterson

Assistant Superintendent for Curriculum & Instruction

Abel Aguilar

Assistant Superintendent for Elementary Education & Leadership

Sergio Garcia

Assistant Superintendent of Administration

Andres Sanchez

Assistant Superintendent for Business & Finance

Janie Pena

Executive Director for Curriculum & Instruction

Carlos Martinez

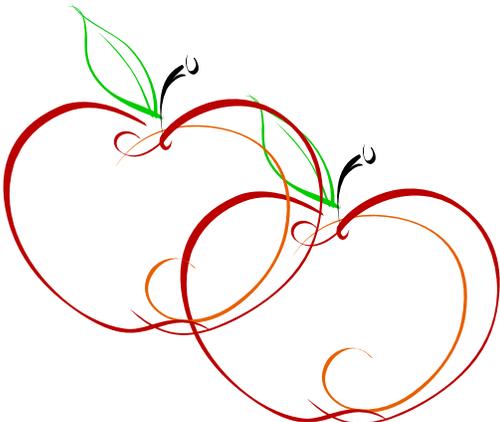
Executive Director of Technology

Michael De La Rosa

Director of Employee Benefits

Melva Segura

Director of Human Resources



Weslaco ISD 2017-18 Calendar - *Official*

AUGUST 2017

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

SEPTEMBER 2017

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

OCTOBER 2017

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

NOVEMBER 2017

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

DECEMBER 2017

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

JANUARY 2018

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

FEBRUARY 2018

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

MARCH 2018

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

APRIL 2018

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

MAY 2018

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

JUNE 2018

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

JULY 2018

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

- Testing Dates
- Staff Development Days
- Work Days
- Weather Days
- Early Release for Students
- First Day of School - Aug. 28
- Last Day of School - May 25

- Enrichment Days
- Equivalency Days
- Holidays
- Thanksgiving: Nov. 20 - 24
- Winter Break: Dec. 25 - Jan. 5
- Spring Break: March 12 - 16
- Good Friday: March 30
- Memorial Day: May 28

1st Six Weeks	Aug. 28 - Sept. 29	24 days
2nd Six Weeks	Oct. 2 - Nov. 10	29 days
3rd Six Weeks	Nov. 13 - Dec. 21	24 days
4th Six Weeks	Jan. 9 - Feb. 16	28 days
5th Six Weeks	Feb. 19 - April 6	29 days
6th Six Weeks	April 9 - May 25	34 days

Approved Aug. 17, 2017

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 may contact another appropriate District Administrator.

Weslaco ISD CENTRAL OFFICE SWITCHBOARD OPERATOR

Debbie Fox (956) 969-6500
WISD Fax (956) 969-2664

SUPERINTENDENT OF SCHOOLS

Dr. Priscilla Canales (956) 969-6503
Supt. Office Fax (956) 969-0201

Asst Supt for Secondary Ed & Leadership	Susan Peterson	6535	Asst Supt for Business & Finance	Andres Sanchez	6585
Executive Director for C & I	Janie Pena	6560	Director of Purchasing Operations	Balde Garcia	6569
Asst Supt for Elem. Ed & Leadership	Abel Aguilar	6795	Budget Director	Javiel Ruiz	6576
Asst Supt of Administration	Sergio Garcia	6511	Director, Payroll & Accounting	Jesse Fonseca	6977
Executive Director, Technology	Carlos Martinez	6548	Director, Advanced Academics/College Readiness		
Strategist, Mathematics	Nora Lopez	6541		Norma Brewer	6747
Strategist, Social Studies	Adrian Cantu	6708	Director, CTE Programs	Sandra Avila	6703
Strategist, Language Arts	Maria "Cathy" Chamberlain	6898	Director, Staff Development	Elizabeth Alaniz	6913
Strategist, Science	Paul Mata	6714	Director, Instructional Television	Carlos Robledo	6705
Director, Human Resources	Melva Segura	6613	Director, District Library Services	Elma Calvillo	6870
Director, Employee Benefits/Risk Manager			Director, School Nutrition Program	Dora Pena	6593
	Michael De la Rosa	6580	Parental Involvement Coord.	Erica Garcia	6600
Director, Public Information	Arminda Muñoz	6507	Transportation Director	Jose Guadalupe Garcia	6862
Director, Athletics	Oscar Riojas	6894	Director, Maintenance & Operations	Vacant	
Director, Bilingual Education	Elias Trevino	6904	Custodial Supervisor	Martin Rodriguez	6851
Special Education Director	Vacant	6822	Warehouse Director	Orlando Pena	6840
Director, Title I Programs	Raymond Villarreal	6914			
Director, Title I Migrant	George Lopez	6633			
Director, State Compensatory Programs	Norma Brewer	6747			
Director, Assessment & Accountability	Claudia Alanis	6724			

Title IX Officer

Mr. Sergio Garcia, Assistant Superintendent of Administration
319 W. 4th Street
Weslaco, TX 78596
(956) 969-6511

ADA/Section 504 Coordinator
Director – Special Education Services
319 W. 4th Street
Weslaco, TX 78596
(956) 969-6822

DIRECTORY OF SCHOOLS

HIGH SCHOOLS (Grades 9-12)

Weslaco High School
1005 W. Pike Avenue
Weslaco, Texas 78596
(956) 969-6700
Yvett Morales, Principal

Weslaco East High School
2000 E. Business Hwy 83
Weslaco, Texas 78596
(956) 969-6950
Dr. Raul Cantu, Principal

South Palm Gardens High School
2607 Camino Real Viejo
Mercedes, Texas 78570
(956) 565-0404
Tina Wells, Principal

CTE Early College High School
700 S. Bridge
Weslaco, Texas 78596
(956) 969-6742
Marco A. Zamora, Principal

ALTERNATIVE SCHOOL

Horton AEP
103 S. Iowa Street
Weslaco, Texas 78596
(956) 969-6916
Roger Perez, Principal

MIDDLE SCHOOLS (Grades 6-8)

Beatriz Garza Middle School
1111 W. Sugarcane Road
Weslaco, Texas 78596
(956) 969-6775
John Garlic, Principal

Central Middle School
506 E. 6th Street
Weslaco, Texas 78596
(956) 969-6710
Patricia Munoz, Principal

Cuellar Middle School
1201 S. Bridge Street
Weslaco, Texas 78596
(956) 969-6720
Desi A. Rodriguez, Principal

Mary Hoge Middle School
2302 N. International Blvd.
Weslaco, Texas 78596
(956) 969-6730
Pablo Vallejo, Principal

ELEMENTARY SCHOOLS (Grades Pre K-5)

Airport Elementary
410 N. Airport Drive
Weslaco, Texas 78596
(956) 969-6770
Ida Cuadra, Principal

Cleckler-Heald Elementary
1601 W. Sugarcane Drive
Weslaco, Texas 78596
(956) 969-6888
Monica Vanderveer, Principal

Rodolfo Silva Jr. Elementary
1001 W. Mile 10
Weslaco, Texas 78596
(956) 969-6790
Sonia Gonzalez, Principal

Dr. R.E. Margo Elementary
1701 S. Bridge
Weslaco, Texas 78596
(956) 969-6800
Rubelina Martinez, Principal

Memorial Elementary
1700 S. Border
Weslaco, Texas 78596
(956) 969-6780
Rhonda Sellman, Principal

North Bridge Elementary
2001 N. Bridge
Weslaco, Texas 78596
(956) 969-6810
Daniel Budimir, Principal

A.N. (Tony) Rico Elementary
2202 N. International Blvd.
Weslaco, Texas 78596
(956) 969-6815
Jacqueline Padilla, Principal

F.D. Roosevelt Elementary
814 E. Plaza
Weslaco, Texas 78596
(956) 969-6750
Jennifer Luna, Principal

Justice Raul A. Gonzalez Elementary
3801 N. 5 ½ West
Weslaco, Texas 78596
(956) 969-6760
Rosa Garcia, Principal

PFC Mario Ybarra Elementary
1800 E. Mile 10
Weslaco, Texas 78596
(956) 969-6587
Maria Linda Hernandez, Principal

Sam Houston Elementary
608 N. Cantu Street
Weslaco, Texas 78596
(956) 969-6740
Selma Gutierrez, Principal

EMPLOYMENT

Equal Employment Opportunity

Policy DAA, DIA

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

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the Assistant Superintendent of Administration, 319 W. 4th Street, Weslaco, Texas 78596, (956) 969-6511.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies in the district are posted by position on the district's webpage which can be accessed at www.wisd.us.

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 a part-time basis without affecting their benefits. The amount of time a retiree may be employed without losing benefits is governed by TRS rules and state law. Service retirees who retire before May 31 may begin working in a Texas public school one full calendar month after the retirement date under strict conditions. Retirees may work in the following capacities:

- As a principal or assistant principal on a full-time basis, if certified as a principal and following a 12-month break in service. Retirees that retired under early age or disability provisions are excluded.
- As a bus driver on a full-time basis without a 12-month break in service, excluding early age and disability retirees.
- As a substitute teacher at no more than the established daily substitute pay rate. Individuals receiving disability retirement benefits may not work as a substitute teacher for more than 90 days in a school year.
- On a half-time or less basis during any month, provided they are not also employed as a substitute in that month. Half-time employment cannot exceed the lesser of 50 percent of the position's full-time load or 92 hours in a month.
- On a full-time basis during a six-month period during a school year, provided this is the only employment in a Texas public school. Individuals who retire in August may begin employment in October of the school year following their retirement.

Under this last provision, retirees must submit annual written notice to TRS by the last day of the first month of full employment to avoid a disruption of benefits. Working any part of a month counts as a full month.

Other restrictions apply when a person has retired because of a disability and should communicate with TRS for details about employment restrictions.

Certain retirees may return to teaching on a full-time basis in acute shortage areas without a reduction in their annuities. To be eligible for full TRS benefits without a reduction while being employed as a classroom teacher in a designated acute shortage area, a retiree must meet the following criteria:

- Be a classroom teacher
- Have a 12-month continuous break in public school service since retirement
- Be certified to teach in the acute shortage areas as determined by the board for the applicable school year

Employees can call the Payroll Department at (956) 969-6584 for additional information or TRS by calling 800-223-8778 or (512) 542-6400. TRS information is also available on the Web (www.trs.texas.gov)

Contract and Non-Contract Employment

Policies DC series

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

Probationary Contract: Full-time professional employees (including Registered Nurses) new to the district and employed in positions requiring SBEC certification must receive probationary contracts 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. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district may not exceed one full school year.

For those with less experience, the probationary period will be three full school years, with an optional fourth full school year if the Board determines it is doubtful whether a term contract should be given.

Term Contracts: Full-time professionals employed in positions requiring certification (including registered 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 which do not require SBEC certification (such as non-instructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

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

Certification and Licenses

Policy DBA

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the WISD Human Resources Department (Mrs. Melva Segura, Human Resources Director) in a timely manner.

A certified employee’s contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual’s failure to comply with criminal history background checks. Contact the WISD Human Resources Directors 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 re-verification of employment authorization.

Searches, Alcohol and Drug Testing

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

Employees in positions considered safety sensitive will be subject to board approved random drug testing as outlined by board policy DHE (LOCAL). Employees refusing a drug test will be considered in violation of the policy and will be subject to disciplinary action including termination of employment.

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

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

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

Health Safety Training

Policies DBA, DMA

Certain employees, such as head band directors, head coaches or chief sponsors (including cheerleading), who supervise organizations with students who are involved in physical activities 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), and/or extracurricular athletic activity safety.

Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their immediate supervisor by the end of the 1st six weeks period of the school year. If you have any questions regarding this requirement, you may contact the Risk Management Department at (956) 969-6818.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and/or reassignment by the Superintendent of Schools and/or designee when the Superintendent determines that the assignment and/or reassignment are 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. When reassignments are due to enrollment shifts or program changes, the Superintendent has final placement authority. 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).

Employees 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. Teachers requesting a transfer to another campus before the school year begins must submit their request by the deadline as designated by the Human Resources Department. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources Department and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees: Professional and administrative employees 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 all school holidays as well as the work schedule for teachers. Notice of work schedules including required start and end dates and scheduled holidays are distributed each school year.

Classroom teachers will have planning periods for instructional preparation and conferences. The schedule of planning periods is set at the campus level by the campus principal 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. Paraprofessional and auxiliary personnel are not allowed to report to work earlier than their assigned work schedule or stay later than their assigned work schedule without prior approval from their supervisor.*** As per the Fair Labor Standards Act (FLSA), auxiliary and paraprofessional employees are subject to these strict guidelines. Supervisors must enforce the assigned work schedules to remain compliant.

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.

Parents Notification: Teacher Certification Status

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 requires that parents be notified if their child has been assigned and 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 days to a teacher who does not hold an appropriate teaching certificate. Inappropriately certified or non-certified teachers include individuals serving with an emergency permit (including individuals waiting to take a certification exam) or individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status can call the WISD Human Resources Department at (956) 969-6619.

Outside Employment and Tutoring

Policy DBD

Employees are required to disclose in writing to the Superintendent of Schools any outside employment *that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district.* Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to their supervisor. Approval for outside employment will be determined by the Superintendent of Schools on a case by case basis and based on whether outside employment interferes with the duties of the regular assignment. **Teachers are not allowed to privately tutor their students for pay during the school year; however, tutoring during the summer months is acceptable.**

Performance Evaluation

Policy DN series

The evaluation of an employee's job performance should be a continual process which 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 once per year. Written evaluations will be completed on forms approved by the district. Reports, correspondence and memoranda can also be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Weslaco 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 may either be asked or elected to serve on district or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available at each campus office.

Staff Development

Policy DMA

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

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

COMPENSATION AND BENEFITS

Salaries, Wages, and Stipends

Policies DEA, DEAA, 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 based on hourly wages or provided compensatory time for overtime pay for each hour worked beyond 40 in a work week.

All employees will receive written notice of their pay (salary notification form) 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 Board approved extra-duty stipend schedule.

Employees should contact the Human Resources Department for more information about their pay and/or the district's pay schedules/compensation plan.

Annualized Compensation

Policy DEA

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly payments, beginning with the first pay period of the school year. Employees that separate from duty after the last day of instruction will continue to receive paychecks through the end of the summer. Pay checks are delivered to each campus during the school year, and will not be released to any person other than the district employee named on the check unless the employee has given written authorization of release.

Automatic Payroll - Direct Deposit

The district offers employees the opportunity to participate in a direct deposit program. Employees may choose to deposit monthly paychecks directly into a checking and/or savings account at the employees' choice of bank or savings institution. Electing to participate in the direct deposit program must be done by the last day of a given month for direct deposit to be effective on the 15th of the following month (next payroll cycle). Furthermore, any changes in accounts, such as closing an account, opening a new account, and/or changing banking institutions should be submitted to the payroll department on or before the last day of a given month to take effect with the next pay cycle. With automatic deposit service, an employee's money is immediately available on the pay date. Authorization for Direct Deposit is required by the employee.

Monthly employees on direct deposit will no longer receive printed check stubs. Employees can access a copy of their monthly pay-stub by accessing the Employee Information Portal located on the District webpage @ www.wisd.us.

For more information about the automatic payroll deposit service, call the Payroll Office at the WISD Business Office located at 312 W. 5th Street at (956) 969-6977.

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 monthly and biweekly employees may elect include deductions for the employee's share of premiums for health, dental, life and vision insurance, annuities, higher education savings plans or prepaid tuition programs, supplemental insurance during open enrollment and/or savings through the employee's choice of banking institution. Employees may also request payroll deduction for payment of membership dues to professional organizations and certain charitable contributions approved by the board. **A dock in wages will occur automatically for unauthorized leave or unpaid leave.**

✓ **NOTE: The employee is financially responsible and subject to legal action for any type of salary overpayment.**

Overtime

Policy DEAB

The district compensates overtime for nonexempt employees (hourly employees and paraprofessional employees) in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessionals) 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 weekly** and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek. Employees must work more than 40 total hours in a week to earn overtime compensation.

Employees 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 NOT accumulate more than 60 hours of compensatory time.
- Compensatory time MUST be used in the duty year for which it is earned.

- Use of compensatory time may be at the employee’s request with supervisor approval as workload permits.
- An employee **MUST** use compensatory time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time sheets **MUST** be maintained on all nonexempt employees for the purpose of wage and salary administration for compensatory time earned. Time sheets must be kept and maintained at the campus/dept. level.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee’s supervisor as well as the Superintendent of Schools must give approval. On approved travel, employees will be reimbursed for mileage and meals 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

Health: Group health insurance coverage is available to all full-time employees. The district provides a self funded medical health benefit plan. The district’s contribution level is determined annually by the Board of Trustees. Detailed descriptions of insurance coverage, contributions, and eligibility requirements are available for all employees at the Risk Management Department.

The group plan year is from September 1 through August 31. New employees must complete enrollment forms within the first 30 days of employment and/or at open enrollment time held at each campus/dept site. Current employees can make changes in their insurance coverage during the open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Employees can call the Risk Management Department at (956) 969-6818 for more information.

Dental: Basic Dental Insurance is provided to all full time employees. The district’s contribution level is determined annually by the Board of Trustees. Detailed descriptions of insurance coverage, contributions, and eligibility requirements are available for all employees at the Risk Management Department.

Life: The district provides a basic term life insurance benefit of \$25,000 to all full-time employees. Employees who qualify for this benefit may purchase additional benefits at their own expense. Employees may contact the Risk Management Department at (956) 969-6818 for more information.

Full-Time Status: For purposes of health care coverage “full-time” means 30 hours per week. An employee’s “full-time” status, including calculating the number of hours worked, will be made in accordance with regulations issued by the federal government under the Affordable Care Act.

Generally, under the federal regulations, Weslaco Independent School District will identify full time employees as follows:

- Employees who are hired into positions that are expected to require at least 30 hours per week, will be treated as full time, subject to measurements described below.
- For employees who are not expected to work at least 30 hours per week, including employees whose hours are not known when they are hired, Weslaco will use a measurement period of **twelve months**.

Additional details concerning the identification of full time employees can be found at the Weslaco Independent School District insurance webpage and in the health insurance benefits booklet.

Supplemental Insurance Benefits

Policy CRG

Employees may enroll in supplemental insurance programs for Disability, Vision, Accident, Term Life, Cancer, Heart & Stroke, Medical GAP, Medical Flex spending account, and Child Care Reimbursement **at their own expense**. Premiums for these programs can be paid by payroll deduction. Employees may call the Risk Management Department at (956) 969-6818 for more information.

Cafeteria Plan Benefits (Section 125)

Certain Voluntary Insurance Products may be eligible for pre-tax deductions under the IRS Code, Section 125 of Cafeteria Plan. This plan enables eligible employees to pay certain insurance premiums on a pretax basis thereby reducing their total taxable income and increasing their spendable/take-home income. Funds set aside in FSA accounts are not subject to Federal, State, or Social Security taxes.

Insurance products purchased through Section 125 may only be cancelled or dropped during the annual open enrollment period. This provision applies to Flexible Spending Accounts as well.

Workers' Compensation Insurance

Policy CRE

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

All work-related accidents or injuries should be reported immediately to your supervisor, school nurse and the Risk Management Office. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

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 under the Texas Unemployment Compensation Act. 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 call the

Risk Management Department at (956) 969-6818 and/or the Human Resources Department at (956) 969-6619.

Teacher Retirement of Texas

All personnel employed on a regular basis for at least four and one-half months are members of the Texas Teacher Retirement System of Texas (TRS). Substitute teachers not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Human Resources Office as soon as possible. Information on the application procedures for TRS benefits is available from (TRS) 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 their website: (www.trs.texas.gov)

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 have personal needs which will require long leaves of absence (more than 5 days) should call the Human Resources Department for counseling about leave options, continuation of benefits and communicating with the district.

ALL monthly employees MUST use the Employee Absence Reporting System to record an absence from duty. All monthly employee absences must be assigned a job number via the system. Bi-weekly employees (custodial, maintenance, transportation, food service, safety/security, energy management except office personnel) are responsible for notifying supervisors of an absence so that department secretaries accurately record absences via the eSchool Solutions Attendance System. Failure to follow administrative procedures in recording absence from duty may result in disciplinary action including termination.

Use of Leave: Leave is available for the employee's use as of the beginning of the school year. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck. Leave will not be approved for more days than an employee has accumulated in prior years plus those days to be earned during the current year. A day of earned personal leave is equivalent to an assigned workday.

Paid leave must be used in half-day increments. Earned comp time must be used before any available paid state and local leave. Use of available leave shall be used in the order determined by each employee. Use of sick leave pool days shall be permitted only after all available state and local leave has been exhausted.

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

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. These definitions are found in Policy DECA (LEGAL).

Medical Certification: Any employee who is absent more than 3 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 Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II 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 care benefits for employees on paid leave and leave authorized 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 (not on active payroll status).

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of one half day for each 18 days of employment. A day of earned personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave. It can be transferred to other Texas school districts and is generally transferable to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

Nondiscretionary: Leave taken for personal or family illness, emergency, a death in the family or active military service is considered nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as 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 at least 3 days in advance of the anticipated absence. The effects 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.

Duration of Leave: Discretionary use of state personal leave shall not exceed three consecutive workdays and shall not exceed five days per semester.



There are times when all employees are needed in attendance. Employees are not expected to be absent on the following:

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

This type of leave requires a written request from the immediate supervisor and granted with the approval of the superintendent.

Excessive Absence: The district's operation depends on consistent attendance by all of its employees. If an employee's absences are deemed excessive by the employee's principal/supervisor, then the employee may be subject to disciplinary action including termination. An absence is considered excessive if it occurs after the employee's earned leave balance is depleted and is not protected by any state or federal law or otherwise provided for in Board policy.

An absence may also be considered excessive if the employee is absent more than 10 days within a calendar year period unless the absences are protected by state or federal law or otherwise provided for in Board policy.

State Sick Leave

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

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

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

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

Local Leave

All employees shall earn 5 workdays of paid local leave per school year in accordance with administrative regulations.

Local leave shall accumulate without limit.

Local leave shall be used according to the terms and conditions of state personal leave; however, the employee shall be docked for use of local leave, in accordance with half and full day rates.

- **Professional employees** – dock rate of \$40 per day for each full day used and \$20 per day for each half day used
- **Paraprofessional and auxiliary employees** - dock rate of \$20 per day for each full day used and \$10 per day for each half day used

Sick Leave 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 no more than five days of state personal leave for use by the eligible employee. The eligible employee may draw a maximum of 60 state personal leave days from the sick leave pool. 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.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

Temporary Disability

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 leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave 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.

The Human Resources Department should be notified at least 30 days in advance when an employee is ready to return to work. 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 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.

Punctual and consistent attendance at work is a fundamental requirement of your employment in Weslaco ISD. Excessive absences or repeated tardiness in reporting for duty can result in the termination of your employment. "Excessive" absences are any that are not in compliance with our policies and procedures for taking available local, state, or federal leave. If you are going to be absent or late for work, you must contact your immediate supervisor by the time designated by your supervisor. This contact must be made every time you are absent or late unless you have provided the appropriate central office personnel with more specific long-term information from your treating health care provider.

Family and Medical Leave (FML) – General Provisions

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

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

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

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

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

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.

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

Family and Medical Leave (FML) – Local Provisions

Employees who have been employed by the district for at least 12 months and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave 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, the district shall not limit FML leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks, nor shall the district limit military caregiver leave 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 shall permit use of intermittent or reduced schedule FML for the care of a newborn child or for the adoption or placement of a child with the employee.

Fitness for Duty: An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee's ability to perform essential job function is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider.

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

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

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

District Contact: Employees that require FML or have questions should contact the Human Resources Department for details on eligibility, requirements and limitations.

Assault Leave

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

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

Bereavement Leave

Employees may use up to five days of state and local leave for absences due to a death in the immediate family.

Jury Duty

The district provides paid leave to employees who are summoned to jury duty. 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 of 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. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Truancy Court Appearances

An employee who is a parent or guardian of a child and any 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

Policy DEC

Paid Leave for Military Service: Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training or duty orders by proper authority. Paid military leave is limited to 15 days each federal fiscal year (October 1 - September 30). In addition, an employee is entitled to use available state and local personal or sick leave during active military service.

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

Continuation of Health Insurance: Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Human Resources Department for details on eligibility, requirements and limitations.

Special Leave to Attend College Class

Policy DEC

Any classified staff member may be granted as many as three (3) working hours per week leave from duty to pursue college classes **leading to teacher certification**. The employee shall not lose any benefits and approval shall be for only one class per semester.

This leave shall be subject to the following conditions:

1. The class to be attended **MUST ONLY** be offered during the workday.
2. Approval must be granted by both the supervisor and the Superintendent or designee.
3. The employee must maintain a grade point average of 2.75 or higher.

EMPLOYEE RELATIONS AND COMMUNICATIONS

Employee Recognition and Appreciation

Policy DJ

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.

District Communications

The Weslaco ISD Public Information Office is the district contact for the news media coordinating all district publication, news releases, publishing various brochures, calendars, fliers, newsletters and many other items which are considered a form of communication throughout the school year. Ideas for feature photographs and stories are always welcomed and shared with three Valley newspapers and on occasion with the ABC and CBS television affiliates in the Valley. In addition, most of the stories are used in the “Targeting Student Success” page published in the Mid Valley Town Crier on a weekly basis and, occasionally, a story may be used as the topic for a local radio or television talk show or even the district’s own KWES-TV, cable channel 17.

These WISD publications are designed to offer employees and the community of Weslaco information pertaining to school activities and achievements. Staff members are encouraged to get in touch with their Principal or school’s public relations representative to make suggestions. News Release request forms are available at each campus main office. All completed forms should be forwarded to Public Information Office so that photograph sessions and interviews may be scheduled. The request forms should be forwarded at least two weeks before the event.

An information file bank is compiled by the Public Information Office to assist staff members who may want copies of published articles regarding the district. Call the Public Information Officer at (956) 969-6505 for additional information.

KWES-TV Channel 17

Weslaco ISD’s district Instructional Television station, KWES-TV Channel 17, provides information to the public. The district’s Instructional Television station is used to transmit a variety of information which may include registration times, public hearing dates, lunch menus, school programs, and athletic events, district Announcements, etc. Emphasis is focused on providing parents with a video insight into what is happening at their child’s school as well as in the district. For more information regarding the district’s KWES-TV cable channel 17, call the KWES-TV office at (956) 969-6876.

COMPLAINTS AND GRIEVANCES

Policy DGBA

In an effort to resolve employee complaints at the lowest administrative level possible, the Board has adopted an orderly process which all employees must follow when bringing formal complaints and grievances. Employees are encouraged to discuss problems or complaints with their supervisors prior to filing an official complaint via the grievance process and should communicate concerns to an appropriate administrator at any time.

The formal grievance process provides all employees with an opportunity to be heard if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can appeal grievances to the Board of Trustees. You may access the policy via TASB's Policy Online service on the district homepage at www.wisd.us or by accessing the following link: <http://www.tasb.org/policy/pol/private/108913/>

The following policies address grievance procedures to resolve alleged discrimination complaints as required under Title IX and Section 504:

- DGBA (LOCAL) – Grievance/Complaint Process
- DIA (LOCAL) – Freedom from Discrimination, Harassment, and Retaliation

EMPLOYEE CONDUCT AND WELFARE

Standards of Conduct

Policy DH

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

- Recognize and respect the rights and property of students, parents, coworkers and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned duty day/time schedule.
- Follow department/campus sign-in and sign-out procedures.
- Notify immediate supervisor in advance or as early as possible in the event of an absence or tardy. Unauthorized absences (lack of reporting an absence using the absence reporting system and/or lack of calling an immediate supervisor), chronic absenteeism, tardiness and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district procedures and policies.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules, regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district funds, time and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state, federal law, district policies and procedures, and ethical standards for professional educators. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. The *Educators' Code of Ethics* adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

Texas Educators Code of Ethics: Enforceable Standards

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 shall respect and obey the law and demonstrate personal integrity and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

Standard 1.4 The educator shall use institutional or professional privileges for personal or partisan advantage.

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

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

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

Standard 1.8 The educator shall be assigned a position or responsibility on the basis of professional qualifications.

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

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

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

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

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

Standard 1.14 The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

2. Ethical Conduct toward Professional Colleagues

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

Standard 2.2 The educator shall not willfully make 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 dismissal, evaluation and employment practices.

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

Standard 2.5 The educator shall not discriminate against or harass 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 special treatment in order to influence professional decisions or colleagues.

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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, FNC, FFH

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.

Harassment of a coworker or of a student motivated by race, color, religion, national origin, disability, or age is a form of discrimination and is prohibited by law. The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic or physical conduct relating to an individual's race, color, religion, national origin, disability or age that creates an intimidating, hostile, or offensive educational or work environment.

Individuals who believe they have been harassed are encouraged to promptly report such incidents to the campus principal and/or department supervisor. If the campus principal and/or department supervisor 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 of Trustees. Policy DIA includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation and can be accessed via TASB's Policy Online service on the district homepage at www.wisd.us or by accessing the following link: <http://www.tasb.org/policy/pol/private/108913>

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. All allegations of prohibited harassment of students by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, pages 40-41 and *Bullying*, page 56 for additional information. The district's policy that includes definitions and procedures for reporting and investigating harassment of students is accessible via TASB's Policy online service on the WISD district homepage at www.wisd.us or by accessing the following link: <http://www.tasb.org/policy/pol/private/108913>

Sexual Harassment

Policies FFG, DF, FFH, DIA, DH

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

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

Employees who believe they have been sexually harassed by another employee are encouraged to come forward with complaints. The district will promptly investigate all allegations of sexual harassment and will take prompt appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees. The district's policy outlining the process of filing complaints of sexual harassment can be found in policy DIA.

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

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification.
- Telephoning students at home or elsewhere and engaging in inappropriate social relationships.
- Engaging in physical contact which would reasonably be construed as sexual in nature.
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.

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

Reporting Suspected Child Abuse

Policies DG, DH, DHB, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event which led to the suspicion.

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

Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

An employee's failure to report suspected child abuse may result in prosecution as a Class A Misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Educators Code of Ethics and Standard Practices for Texas Educators.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. Employees are not required to report their concern to the principal before making a report to the appropriate agencies.

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

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

Reporting Crime

Policy DG

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

Dress Code and Grooming

Policy DH

The Weslaco ISD shall expect the staff provide leadership in matters of dress, hair grooming and general grooming so that an environment conducive to learning may be maintained.

District employees shall dress and be groomed in a clean and neat manner appropriate for their assignments and in accordance with the following dress and grooming requirements:

All Employees

- Tattoos considered to be offensive are unacceptable and must be covered.
- Visible Hickeys (**Hickies**), also sometimes called love bites or kiss marks may be considered offensive and must be covered.
- Facial piercings such as lip piercings, nose piercings, tongue piercings, and eyebrow piercings will not be permitted.

- Blue jeans are not permitted to be worn unless otherwise authorized by the campus principal and/or department supervisor.
- Warm-ups are not professional and are not considered acceptable attire unless warranted by assignment and with the campus principal's/department supervisor's authorization.

Males

- Male employees shall wear ties, unless their assignments are such that a tie is clearly unwarranted or unless the principal and/or department supervisor has authorized an exemption.
- Male employees shall not wear a hairstyle which extends below the collar. Hair is expected to be kept neat and clean at all times. Facial hair is acceptable as long as it is kept neatly trimmed.
- Male employees shall not wear flip flops (thongs) or other such casual footwear.

Females

- Female employees shall wear appropriate undergarments at all times.
- Female employees shall not wear flip flops (thongs) or other such casual footwear.
- Female employees may not wear shorts (Bermuda, Cargo, etc.)
- Female employees may wear Capri pants as long as they are not casual wear. They must be professionally worn and must exceed mid-calf length.
- Female employees may not wear blouses or tops that are transparent, exposing undergarments.
- Female employees may not wear strapless and/or spaghetti strapped tops. Sleeveless tops must be worn professionally and/or with a blazer.
- Female employees may not wear skirts shorter than 4 inches above the knee.

In departments, such as Food Services, Transportation, Maintenance, and Custodial, where a distinct style of clothing and/or uniform is required, grounds for termination will be considered for any employee refusing to abide by the dress requirements.

Technology Resources

Policy CQ

The district's technologies resources, including its networks, computer systems, access to the Internet are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

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

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

Employees who are authorized to use the system are required to abide by the provisions of the district's acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Executive Director of Technology at (956) 969-6545 for more information.

Personal Use of Electronic Media

Policy DH

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

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

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

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

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

Important Information

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

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. 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 media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

- The employee may use any form of electronic media **except** text messaging. 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:

Select one or more of the steps below to establish the protocol employees must follow

- The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
 - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
 - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district e-mail address.
- 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 p.m.** and **6 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 e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

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

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 of school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- 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

Alcohol and Drug-Abuse Prevention

Policies DH, DI

Weslaco ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. 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 terminated as per Board policy DH. The district's policies *DH* and *DI* regarding employee drug use can be found on the District webpage at www.wisd.us or by accessing the following link: <http://www.tasb.org/policy/pol/private/108913>

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
- Nonschool 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 textbook, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B Misdemeanor offense. This does not include staff development, teacher training, or

instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

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

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

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

Charitable Contributions

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a 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.

Employees with questions or concerns relating to safety programs and issues can contact the Deputy Superintendent @ (956) 969-6998.

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. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the Safety & Security Department at (956) 969-6908 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 DISTRICT ASBESTOS SPECIALIST's 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 front entrance to the building and/or on a public notices bulletin board. 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 electronic means. Pest control information sheets are available from campus principals or facility managers upon request.

GENERAL PROCEDURES

Bad Weather

Policy CKC

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, the following radio and television stations will be notified by school officials:

TELEVISION STATIONS

KRGV-TV (ABC)
KGBT-TV (CBS)
XHRIO – (FOX)
Univision
KTLM – Telemundo
KWES-TV Channel 17
KVEO

RADIO STATIONS

HOT KISS 106.3
KMBH/KHID – Public Radio
FM100 – KTEX
WILD 104
KGBT 98.5 AM
KGBT 96.1 FM
KGBT 1530 AM
KURV 710 AM

Emergencies

Policy CKC

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Purchasing Department on an official Weslaco ISD 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. Call the Purchasing Department at (956) 969-6735 for additional information on purchasing procedures.

Name/Address Changes

It is imperative that employment records be kept up to date. **Employees MUST notify the Human Resources Department if there are any changes or corrections to their name, home address, telephone number, marital status, emergency contact or beneficiary.** Forms to process a change in personal information can be obtained from the Human Resources Department. Failure to update personal information may affect employment status as well as payroll procedures.

Personnel Records

Policy GBA

Most district records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld as per Texas Government Code Section 552.024 (Public Access Information Act).

- Address
- Social Security Number
- Emergency contact information
- Phone Number
- Information regarding family members

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

Use of School Facilities

Policy GKD

The School District Business Office is responsible for scheduling the use of facilities after school hours. For more information regarding the request for use, scheduling, and related fees for use of district facilities, call the Chief Financial Officer at the District Business Office at (956) 969-6523.

Parking on School Property

The School District is not responsible for any damage or theft to vehicles parked on school district property.

SEPARATION OF EMPLOYMENT

Resignations

Policy DFE

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

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in the *Reports to the State Board for Educator Certification Section*.

Non-contract employees: Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to Human Resources Department 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.

All employees that resign their position **MUST** follow the district's exiting procedures.

Termination or Non-Renewal of Contract Employees

Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF

Employees on probationary, term, and continuing contracts can be terminated during the school year or non-renewed at the end of the year according to the procedures outlined in district policies. Contract employees terminated during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Information on the time lines and procedures can be found in the DF policies or in the Human Resources Department.

Dismissal of Non-Contract Employees

Policy DCD

Non-contract employees are employed "at-will" and may be dismissed without notice, a description of the reasons for dismissal or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, religion, sex, national origin, disability, and military status, any other basis protected by law or in retaliation for the exercise of certain protected legal rights. Non-contract 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 a complaint.

Exit Procedures and Interviews

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, phone number and complete a questionnaire which 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. The district may withhold the cost of any unreturned items from the final paycheck.

Reports to Texas Education Agency

Policy DF, DHB

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

- Any form of sexual or physical abuse of a minor or any other illegal conduct with 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
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to be employed in a position requiring such a certificate or permit or to receive additional compensation associated with a position
- Committing a crime on school property and/or at a school-sponsored event
- Violating assessment instrument security procedures

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

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

Reports Concerning Court-Ordered Withholding

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

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

STUDENT ISSUES

Equal Educational Opportunities

Policies FB, FFH

The Weslaco ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing educational services, activities and programs, including career and technical 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 of students on any of the bases listed above should be directed to the Assistant Superintendent of Administration, (956) 969-6511.

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 are the only individuals who have channeled access to a student's records:

- Parents of a minor and/or of a student who is a dependent for tax purposes
- The student himself/herself if 18 or older or is attending an institution of post secondary education
- School officials with legitimate educational interests

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

Parent/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 an orderly procedure for handing complaints on different issues. The campus principal, the assistant superintendent for administration, and/or the superintendent's office can provide parents and students with information regarding filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints which cannot be resolved with the teacher should be directed to the campus principal. The formal complaint process provides parents and students an opportunity to be heard up to the highest level of management in the district if they are dissatisfied with a principal's response. Once all administrative complaint procedures are exhausted, parents and students can take complaints to the board of trustees.

Administering Medications

Policy FFAC

Only district designated nurses can administer medication to students. A student who must take medication during the school day must bring a written notice from a parent and the medicine itself in its original, properly labeled container. District employees informed about students who are on medication must communicate this information with the school principal and/or the school nurse immediately.

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

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 FN series, FO series

Students are expected to follow the campus rules, classroom rules and rules listed in the Student Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management procedures which have been adopted by the school district. Employees having concerns about a particular student's conduct should alert the classroom teacher and/or campus administration.

Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. A copy of this report and/or other means of notification will be made to the student's parents/guardians by the school administration within 24 hours.

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 that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

All employees are required to report student complaints of bullying to their immediate supervisors. The district's policy includes definitions and procedures for reporting and investigating bullying of students and can be found by accessing the district policy FFI via TASB's Policy Online Service found on the district's homepage at www.wisd.us or by accessing the following link:

<https://www.tasb.org/services/legal-services/tasb-school-law-esource/students/freedom-from-abuse,-discrimination-and-bullying.aspx>

A copy of policy FFI (LOCAL) is included in the appendix for your convenience.

Hazing

Policy FNCC

Engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes any student engaged in any form of hazing, which 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. Hazing is defined as any intentional, conscience, and/or reckless act directed against a student occurring on or off the campus of an educational institution, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

APPENDIX

According to Education Code 21.204 each employee will be able to view the board's employment policies online at: www.wisd.us

Policies Referenced in this Handbook:

AE (LEGAL), (LOCAL), (EXHIBIT)	DL (LEGAL)
BA (LEGAL)	DMA (LEGAL), (LOCAL)
BQA (LEGAL), (LOCAL)	DN (LOCAL)
BQB (LEGAL), (LOCAL)	EFE (LEGAL), (LOCAL)
CAA (LOCAL)	EHBC (LEGAL), (LOCAL)
CFEA (LEGAL), (LOCAL)	EIE (LEGAL), (LOCAL)
CH (LEGAL), (LOCAL)	EKC (LEGAL)
CK (LEGAL), (LOCAL)	FB (LEGAL), (LOCAL)
CKA (LEGAL)	FEB (LEGAL), (LOCAL)
CKC (LEGAL), (LOCAL)	FFAC (LEGAL), (LOCAL)
CLB (LEGAL), (LOCAL)	FFG (LEGAL), (EXHIBITS)
CPC (LEGAL), (LOCAL)	FFH (LEGAL), (LOCAL)
CQ (LEGAL), (LOCAL)	FFI (LEGAL), (LOCAL)
CRD (LEGAL), (LOCAL)	FL (LEGAL), (LOCAL)
CRF (LEGAL), (LOCAL)	FN (LOCAL)
CRG (LEGAL)	FNCC (LEGAL), (LOCAL)
DAA (LEGAL)	FNCD (LEGAL)
DBA (LEGAL), (LOCAL)	FNCG (LEGAL)
DBAA (LEGAL)	FNG (LEGAL), (LOCAL)
DBD (LEGAL), (LOCAL), (EXHIBIT)	FO (LEGAL), (LOCAL)
DC (LEGAL), (LOCAL)	GBA (LEGAL)
DCD (LEGAL), (LOCAL)	GKA (LEGAL), (LOCAL)
DEA (LEGAL), (LOCAL)	GKC (LEGAL), (LOCAL)
DEAA (LEGAL), (LOCAL)	GKD (LEGAL), (LOCAL)
DEA, DEAB, DG (LEGAL)	GRA (LEGAL), (LOCAL), (EXHIBIT)
DEC (LEGAL), (LOCAL)	CY (LEGAL), (LOCAL)
DECA (LEGAL)	
DECB (LEGAL)	
DEE (LEGAL), (LOCAL)	
DF (LEGAL)	
DFAA (LEGAL), (LOCAL), (EXHIBIT)	
DFAB (LEGAL)	
DFBA (LEGAL), (LOCAL)	
DFBB (LEGAL), (LOCAL), (EXHIBIT)	
DFD (LEGAL), (LOCAL)	
DFE (LEGAL), (LOCAL)	
DFF (LOCAL)	
DG (LEGAL)	
DGA (LEGAL), (LOCAL)	
DGBA (LEGAL), (LOCAL)	
DH (LEGAL), (LOCAL), (EXHIBIT)	
DHE (LEGAL), (LOCAL), (EXHIBIT)	
DI (LEGAL), (LOCAL), (EXHIBIT)	
DIA (LEGAL), (LOCAL)	
DK (LEGAL), (LOCAL)	