

2024-2025

WESLACO

INDEPENDENT SCHOOL DISTRICT



EMPLOYEE HANDBOOK



Dr. Richard Rivera,
Superintendent of Schools

If you have difficulty accessing the information in this document because of a disability, please email aybarra@wisd.us

Human Resources Department

319 West Fourth Street-Weslaco, TX 78596

Telephone (956) 969-6619 Fax: (956)969-6932

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Weslaco Independent School District Employee Handbook Receipt 2024 – 2025 School Year

Official Name: _____ Employee ID#: _____

(Please Print; **DO NOT USE NICKNAMES – USE YOUR OFFICIAL NAME AS NOTED IN OUR SYSTEM**)

Campus/Department: _____ Current Position: _____

I hereby acknowledge receipt of a 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.

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 it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook and understand I am required to contact the Human Resources Department or my campus administration to obtain a hard copy.

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

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

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

Furthermore, I accept the responsibility for contacting my immediate supervisor within three 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 CQR (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 and date 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.

INTRODUCTION

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the 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. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at www.wisd.us.

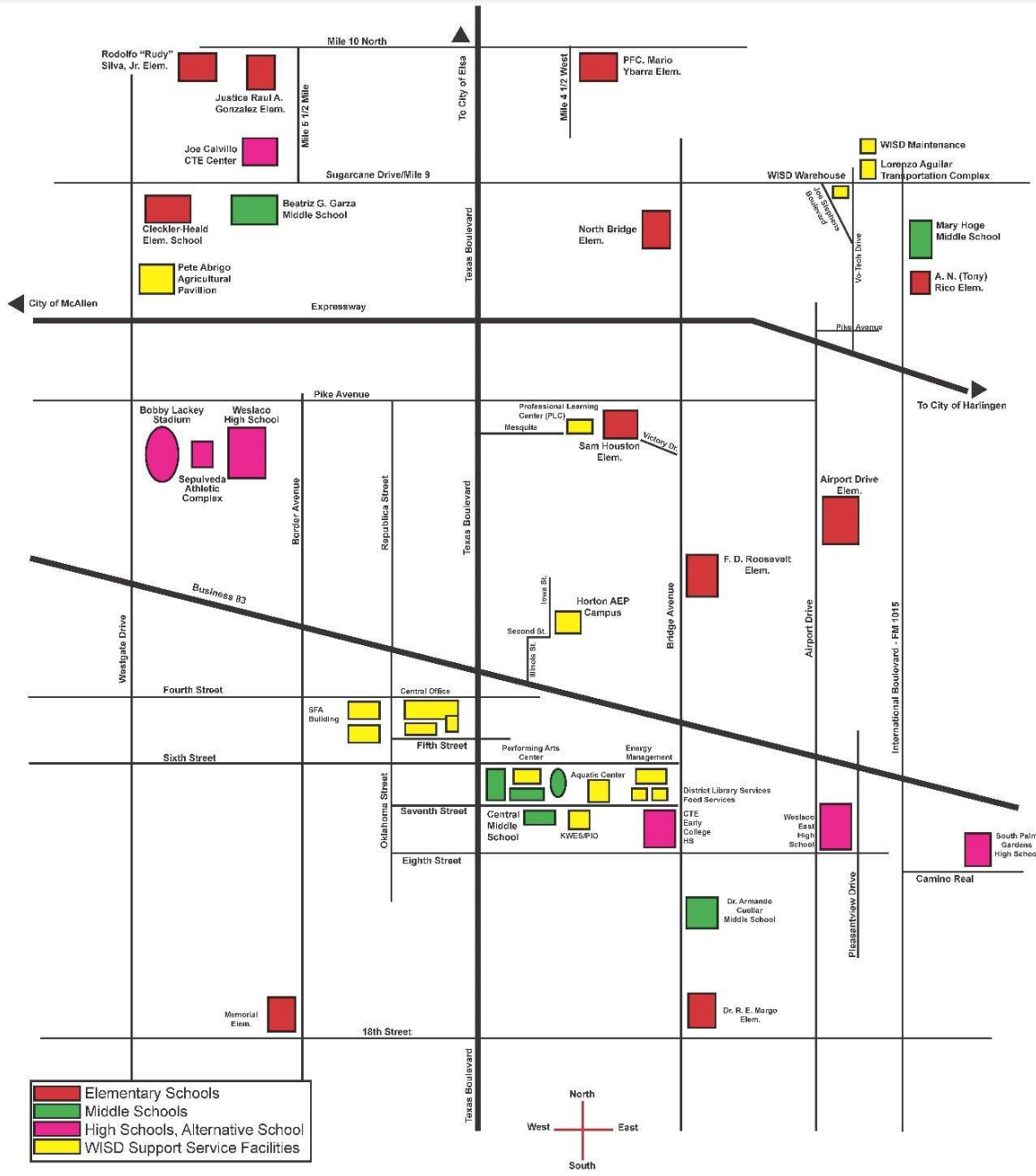
Modifications made periodically to the Employee Handbook will be made on the electronic version posted on the district website at www.wisd.us. Any changes will be highlighted for your convenience. Please refer to the website for the district's most current version of Weslaco ISD's Employee Handbook.

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.



District Map



NOTE: THIS MAP IS NOT TO SCALE

6/19 WISD Public Information Office

Mission Statement, Goals, and Objectives

Policy AE



The Right Choice

District Goals 2024
2025

Vision Statement

Weslaco ISD inspires and empowers all students to reach their full, unique potential so that each thrives in and contributes to our global community

Mission Statement

As the Right Choice, Weslaco ISD delivers a complete educational experience grounded in creativity, synergy, problem-solving, and critical thinking that develops lifelong learners, confident leaders, and engaged citizens.

STUDENT SUCCESS/LITERACY FOCUS

Provide high-quality, engaging and innovative programs along the continuum of learning environments that develop college, career, military and service-ready leaders.

ENGAGING LEARNING ENVIRONMENTS

Ensure safe, secure, drug-free, technology-rich, and inviting environments which promote high performance along the continuum of learning environments.

PARENT-COMMUNITY-BUSINESS-INDUSTRY-PARTNERSHIPS

Foster exceptions community service, open communication, and positive collaboration using innovative and multiple platforms that support teacher and student success.

PROFESSIONAL GROWTH/LEADERSHIP DEVELOPMENT

Implement high-quality research-based professional development and continuous support for all employees so that they are able to facilitate teaching and learning along the continuum of learning environment.

FINANCIAL STRENGTH

Facilitate strategic planning, management, accountability, and transparent financial stewardship to optimize federal, state and local funding that supports the teaching and learning along the continuum of learning environment.

Board of Trustees

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

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

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

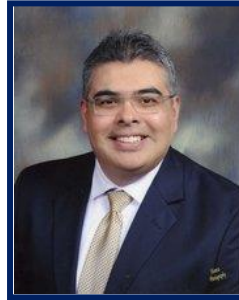
Current board members include:



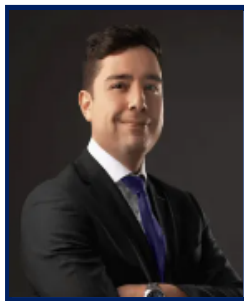
Mrs. Jaclyn Sustaita
President



Mr. Isidoro Nieto
Vice-President



Dr. Jaime Rodriguez
Secretary



Mr. Ben Castillo
Trustee



Mr. Armando Cuellar, Jr.
Trustee



Mr. Marcos De Los Santos
Trustee



Mr. Jesse Trevino
Trustee

The board usually meets the third Tuesday of every month at 5:30 p.m. in the Weslaco ISD Administration Building Boardroom located at 319 W. 4th Street. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and 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 one-hour notice.

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

Administration

Dr. Richard Rivera
Superintendent of Schools

Abel Aguilar
Deputy Superintendent

Daniel Budimir
Assistant Superintendent for School Leadership – Secondary

Beatriz Solano
Assistant Superintendent for School Leadership – Elementary

Janie D. Rodriguez
Assistant Superintendent for Human Resources

Americo Garza
Executive Director for Maintenance and Operations

David Robledo
Chief Financial Officer for Business and Finance

Carlos Robledo
Executive Director for District Communications

Carlos Martinez
Executive Director for Technology

Desi A. Rodriguez
Director for Athletics

2024-2025





Weslaco ISD School Calendar



2024-2025



- ◆ First Day of School August 19, 2024
- ◆ Last Day of School May 23, 2025

BELL SCHEDULE

- ◆ Elementary 7:45 am—3:30 pm (465 mins)
- ◆ Middle School 8:00 am—4:05 pm (485 mins)
- ◆ High School 8:15 am—4:15 pm (480 mins)

INSTRUCTIONAL DAYS-168

SEMESTER 1	79 days
1st Six Weeks	Aug. 19—Sept. 26 28 days
2nd Six Weeks	Sept. 30—Nov. 4 25 days
3rd Six Weeks	Nov. 6—Dec. 18 26 days
SEMESTER 2	89 days
4th Six Weeks	Jan. 8—Feb. 21 32 days
5th Six Weeks	Feb. 24—Apr. 11 29 days
6th Six Weeks	Apr. 14—May 23 28 days

TOTAL INSTRUCTIONAL MINUTES

- Elementary 78,120
- High School 80,640
- Middle School 81,480

HOLIDAYS / No Classes

- Labor Day September 2, 2024
- Indigenous Peoples' Day October 14, 2024
- Thanksgiving Break November 25 - 29, 2024
- Winter Break December 23, 2024- January 3, 2025
- Weather Day February 10, 2025
- Spring Break March 17 - 21, 2025
- Good Friday April 18, 2025
- Weather Day April 21, 2025
- Memorial Day May 26, 2025

STAFF DEVELOPMENT

- July 31, 2024 New Teacher Orientation
- August, 5-8, 2024
- January 6, 2025

WORK DAYS

- August 9 & 12-14, 2024
- December 20, 2024
- May 27-28, 2025

TEACHER PLANNING (PLC) DAYS

- August 15-16, 2024
- September 27, 2024
- November 5, 2024
- December 19, 2024
- January 7, 2025
- March 14, 2025

GRADUATIONS

- SPGS May 21, 2025
- WHS May 22, 2025
- WEHS May 23, 2025

TESTING

- December 3 - 13, 2024
- February 17—March 28, 2025
- April 8 - May 2, 2025
- June 17 - 20, 2025

JULY 2024						
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			

AUGUST 2024						
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SEPTEMBER 2024						
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29	30					

OCTOBER 2024						
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NOVEMBER 2024						
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DECEMBER 2024						
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29	30	31				

JANUARY 2025						
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19	20	21	22	23	24	25
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FEBRUARY 2025						
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23	24	25	26	27	28	

MARCH 2025						
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23	24	25	26	27	28	29
30	31					

APRIL 2025						
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26	27	28	29	30		

MAY 2025						
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 2025						
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					

Dr. Richard Rivera, Superintendent of Schools

Workload and Work Schedules

Policies DEAB, DK, DL

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

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during a lunch period.

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

EMPLOYEE WORK TIME RECORDS.

The Fair Labor Standards Act (FLSA) requires that employers keep detailed records on time and payment for all employees. All **FLSA** provisions guide utilization of the time clock system at WISD.

The Weslaco Independent School District (WISD) uses an electronic time tracking system called **TIME CLOCK PLUS** to capture and record all employee time records. Time Clock Plus is an electronic time tracking system that allows the District to accurately record, track, and report employee information in real time. This allows employees to accurately monitor and keep track of their time and enables the District to efficiently process employee time worked and leave taken for payroll purposes. District procedures and guidelines have been created to ensure accurate recordkeeping and compliance within the District as mandated by the Department of Labor and may be accessed at any time on the district webpage.

Every WISD employee is assigned an employee ID number upon hire and is used for identification purposes throughout the District. The WISD employee's identification number is used to clock in and out at the time clock location(s) and to view time worked. Time Clocks are located throughout the District at every school and department site. It is the job requirement of all employees to "clock in" and "clock out" at the start and at the end of their workday. All non-exempt employees are entitled and expected to take a duty-free lunch period each day, and are required to "clock in" and "clock out" to record this unpaid lunchtime.

FALSIFICATION OR TAMPERING OF TIME RECORDS. Any attempt to falsify or tamper with employee time records will not be tolerated and will result in disciplinary action up to and including termination.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and certain charitable contributions approved by the board. Salary deductions are automatically made for unauthorized or unpaid leave.

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

Overtime Compensation

Policies DEAB, DEC

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

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

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

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

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

Teacher Retirement

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

Employees who plan to retire under TRS should notify the Human Resources Department as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov).

Leaves and Absences

Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Risk Management Department for information about applicable leave benefits, payment of insurance premiums, and requirements for 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 ERP-LINQ. Failure to follow administrative procedures in recording absence from duty may result in disciplinary action including termination.

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 sick leave pool days shall be permitted only after all available state and local leave has been exhausted. Available leave shall be used in the order determined by each employee.

- Comp time
- Local Leave
- State Leave

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

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or 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**, below and **Bullying**, page 64 for additional information.

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

The district's policies, DHB(LEGAL), FFH(LOCAL), and FFH(EXHIBIT), that include definitions and procedures for reporting and investigating harassment of students are accessible via TASB's Policy online service on the WISD district homepage at www.wisd.us or by accessing the following links:

Definition: Solicitation of a Romantic Relationship – Board Policy DHB(LEGAL)

<https://pol.tasb.org/Policy/Code/644?filter=DHB>

Student Welfare: Freedom from Discrimination, Retaliation, and Harassment – Board Policy FFH(LOCAL) and FFH(EXHIBIT)

<https://pol.tasb.org/Policy/Code/644?filter=FFH>

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

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

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

Reports to Child Protective Services can be made online at

<https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional

who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed 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 maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

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.

Employee 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.

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must have 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

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber 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://pol.tasb.org/Policy/Code/644?filter=FFI>.

Hazing

Policy FNCC

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

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