Welcome to School Year 2024-2025

Thank you to every educator for all of your hard work and dedication to our students and community.
We look forward to another successful school year!

Our American Veterans



Jay Viera,
United States Marines

Juan A. Salmeron,
United States Marines

JonPaul E. Pena,
United States Navy



Employee Handbook

OFFICE OF HUMAN RESOURCES

Dress and Grooming – District Wide

- Dress in a clean, neat, and professional manner
- Serve as your students' role model for professional dress
- Jeans allowed on designated days – not a daily wear use
- Jeans need to be fitted but not tight
- Jeans – not torn, saggy, or skinny/jeggings
- Leggings are not allowed
- See through clothing is not allowed

Dress and Grooming – District Wide

- No bare-back/strapless, off the shoulder blouses
- Sleeveless tops must be with a jacket or sweater
- Skirts/dresses must fall at the top part of the knee
- No crop top shirts
- No thong-type sandals or house shoes/slippers will be allowed
- **M -** Hair not longer than the top collar of your shirt/polo

Dress and Grooming – District Wide

- No caps/hats unless on designated days
- No shorts unless on designated days and must be 2 inches above the knee
- **M -** Shirts with tails must be tucked in
- **M -** No Earrings

Dress and Grooming – District Wide

- Tattoos covered at all times
- Capri pants must reach mid-calf
- No cargo pants
- No tight fitting apparel
- Athletics Department: Professional athletic wear
- Operations Department: Uniform will be required
- Child Nutrition Department: Uniform will be required

Dress code applies to all full and part-time employees

Principals and Department Leaders will enforce the dress code

Certification

Certifications and driver licenses must be up to date. The Office of HR will send you an email at least two months in advance to renew

Teachers attending an Alternative Certification Program (ACP) must be in contact regularly with the AC Program for complying with testing dates, obligations to the ACP

Notifications to Parents

Any certification of an teacher, administrator, or paraprofessional in the District can be requested under a Public Information Request (PIR)

This is to be fulfilled by the HR Office only

Family Medical Leave

If you are expecting to be out due to surgery, maternity, family member care, or Military Duty please contact the Office of HR to discuss Family Medical Leave options

Criminal History Background Checks & Employee Arrests and Convictions

Current employees, candidate applications, and new hires will be subjected to a background check by HR as required and a subscription to fingerprints by DPS once hired

If you are arrested, you must notify your campus/department administrator within three (3) calendar days as per Policy DH

Alcohol and Drug-Abuse Prevention & Tobacco Products/E-Cigarette Use

Santa Maria ISD will not tolerate the use of alcohol or illegal drugs on district grounds and at school-related activities on or off school property and in district vehicles

State Law prohibits smoking, tobacco use, e-cigarettes on district property, and in District vehicles

Employees violating the drug free policy may be suspended or terminated

Possession of Firearms and Weapons

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms or other prohibited weapons onto district grounds

General Information

Name and Address Change

Address and name changes need to be completed with the Office of HR. Your legal name on your social security card will reflect all documents/district software with your campus or department

Verifications of Employment or Financial

Loan and mortgage companies who contact HR for financial information via phone, fax, or email will not be granted without the permission of the employee



Title IX & Title VII
Equal Employment Opportunity Commission (EEOC)
Workers' Compensation

OFFICE OF HUMAN RESOURCES

Title IX

Title IX of 1972

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education programs or activity receiving federal financial assistance."

Purpose of Title IX

Title IX represents:

- Inequality in sports
- Discrimination in programs by schools based upon sex
- Hygiene facilities and athletic equipment
- Transgender Discrimination
- Sexual Discrimination (formerly Sexual Harassment)

August 1st, 2024 – Updates

- Gender Identity
- Sexual Orientation (LGBTQI+)

Sexual Discrimination Legal Action

- Employee in question will be placed on administrative leave pending investigation
- If convicted, the employee will lose certification and TRS retirement annuity
- Deliberate indifference is when a school official has actual knowledge and does not report the knowledge to the proper personnel
- Parents may act on behalf of a minor student who is a complainant or respondent

Conduct on the basis of sex are defined by three types:

1. Quid Pro Quo
2. Hostile Environment
3. Sexual Violence

A quid pro quo is an employee making an aid, service or benefit of the district conditional on an student or employee's participation in unwelcome sexual conduct (harassing)

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A hostile environment is created when unwelcome conduct by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person's equal access to the recipient's education program or activity

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Violence Against Women Act of 1994

Sexual Assault
Domestic Violence
Dating Violence
Stalking

Examples of Conduct for Sexual Discrimination

- Offensive gestures or noises
- Sexist statements
- Sitting or standing too close to another employee
- Looking at a person's body instead of his/her eyes
- Asking permission to hug or kiss individuals
- Mocking individuals or aggravating comebacks
- Emoji's that are sexually suggestive
- Grooming an employee or student for misconduct
- Abuse of social media accounts, use for stalking or tagging employees on inappropriate photos or statements

Examples of Conduct for a Hostile Environment

- Obstruction of someone's movements, such as blocking them from leaving their office or classroom
- Sexual, racist, or otherwise inappropriate joking
- Mocking, teasing, or inappropriate actions towards someone on the basis of Title VII (gender, race, or religion)
- Aggressive behavior towards another employee
- Starting rumors or sharing personal information about other employees
- Degrading individuals on work performance or ridiculing in public
- Abuse of social media accounts, using as a foundation to intimidate, ridicule, or bully another employee

Board Policy DH

Board Policy DH (Local)*

Employees shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual

An employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

An employee shall not be required to disclose his or her personal email address or personal phone number to a student.

Employee Email & Phone Communication

- Be professional when using district email – all email and email contents are property of the district
- In the event of an investigation involving district email and computers, contents of email are governed by the Texas Open Records Act and subject to access as needed
- Use professionalism with district phones, limit district phones for personal use and be professional with all callers
- Be careful with Emoji's – 
  - Emoji’s are different on mobile phone carriers, they may look one way to you, but can change on another phone

Staff – To – Staff and Student Communication

- Be professional with each other
- If you share personal phone numbers or social media platforms outside of the Remind application, messages can be misinterpreted
- Don’t assume they know your joking or being serious – remember there is no emotional connection behind emails or texts – caution with emojis
- Utilize the platform designated for your campus for communicating professional matters
- Do not group chat with students using a social media application
- Refrain from slandering district personnel using a social media application with students

Social Media Cautions

- Do not follow students on their social media accounts nor allow students to follow you on your social media accounts
- Do not post photos of students in your assigned classroom or department to your personal social media accounts
- All social media accounts are public information and can be viewed by students, parents, employees, and the community from any city, any state
- When communicating with students, use the campus approved communication application, do not issue students your personal cell phone number, social media platform, home or email address

Reminders

- ❑ Students and parents should contact employees through the district email, campus/department desk phone or campus application
- ❑ Use professionalism at all times with students and parents
- ❑ Do not take students home in your personal vehicle unless you are their parent or you are designated by the students' parents or guardian
- ❑ When photographing with students, refrain from placing your hands and/or arms on or around students. Hands and arms need to be visible away from the student

Title IX Administration

(Policy DIA, FB, FFH, FFI)

Rene R. Salinas, Title IX Coordinator
Student Services Director

Elizabeth A. Stenhouse, Title IX Coordinator & Investigator
Human Resource Specialist

Jay Viera, Decision-Maker
Principal, Santa Maria Middle School

Salvador Acosta, Appellate Decision-Maker
District Operations & Special Programs Director

Central Administration

11119 Military Hwy/PO Box 448

Santa Maria, Texas 78592

956-565-6308

HR@SMISD.NET

Title VII Overview

The United States Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, age, disability or genetic information.

The laws apply to all types of work situations, including hiring, firing, promotions, harassment, training, wages, and benefits.

The EEOC office for the State of Texas is in San Antonio and the Office of Civil Rights is in Dallas.



Workers' Compensation

Texas Department of Insurance

Texas Association of School Boards (TASB) Risk Fund

* Visit with:

Katherine L. Gonzalez, RN

Patricia N. Reyes De Zapata, CNA

* If you have a minor injury and do not want to visit a doctor, a First Report of Injury (FROI) will be taken over the phone with HR or in person.

* If you have a minor injury and want to visit a WC doctor, the FROI along with other documents will be issued to you.

* If it is a major injury and you are escorted in an ambulance, the WC paperwork will be sent to the hospital or emergency care center.

Your emergency contact must be current with HR

Human Trafficking Video

Annual Requirement:

https://www.youtube.com/watch?v=Q0538LDg_YU&t=2s